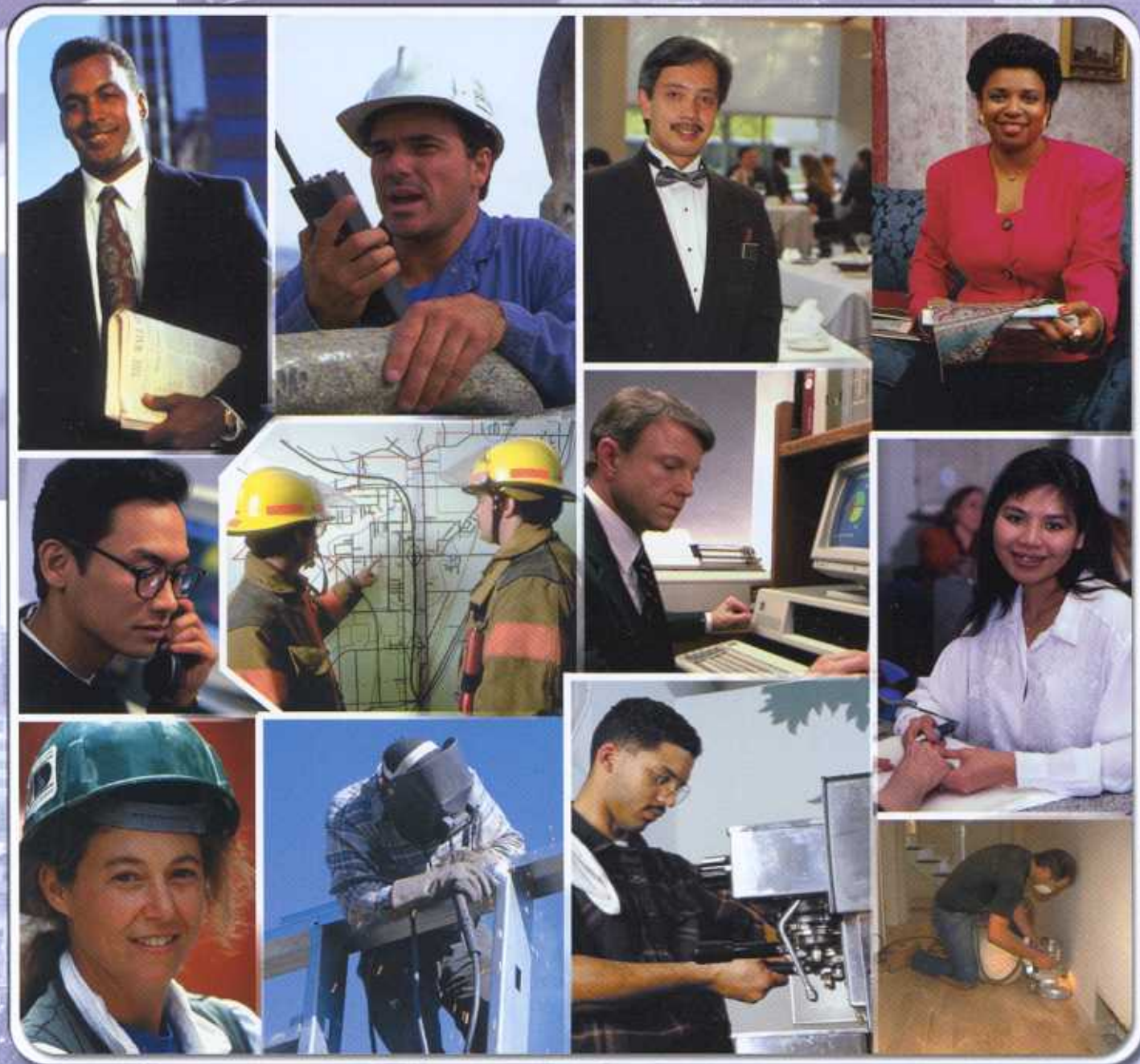



OCCUPATIONAL OUTLOOK REPORT

ALAMEDA COUNTY



2000-2001



ALAMEDA COUNTY

OCCUPATIONAL OUTLOOK REPORT

2000/2001

The California Cooperative Occupational Information System

Sponsored by:

The Oakland Private Industry Council, Inc.

Gay Plair Cobb, CEO

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Alameda County Workforce Investment Board (www.acwib.org)

The California Employment Development Department (www.calmis.ca.gov)

Alameda County Economic Development Alliance for Business (www.edab.org)

The California Occupational Information Coordinating Committee (www.soicc.ca.gov)

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ACKNOWLEDGEMENTS



The workplace in the new millennium requires a highly skilled, diverse workforce able to meet the demands of the rapidly changing labor environment.

The Oakland Private Industry Council, Inc. (PIC), is pleased to assist in the analysis of this workforce trend through an in depth look at 24 occupations in Alameda County. The results are presented in this 2000-2001 Occupational Outlook Report of Alameda County. The report can be a valuable tool for employers and job seekers to enable them to make informed workforce decisions.

The Oakland PIC thanks all of our partners who helped select the occupations to be studied for this report. Special appreciation goes to over 400 Alameda County employers who contributed their time and information. These employers made this Occupational Outlook Report possible by responding to questions about 24 different occupations.

The project received valuable support from the State of California, Employment Development Department, Labor Market Information Division through Tré Braun, California Cooperative Occupational Information System Site Analyst, and Idell Weydemeyer, Labor Market Consultant for Alameda County.

Our thanks also go to Phyllis Lohar-Singh, Project Coordinator, and Deborah Gums, Labor Market Information Assistant, for their dedication and commitment to the success of this report.

We hope you find the information valuable.

GAY PLAIR COBB,
Chief Executive Officer



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INTRODUCTION

The 2000-2001 Occupational Outlook Report represents the ninth year of the Labor Market Information Program in Alameda County. The objective of this report is to inform both employers and job seekers of the current labor trends in Alameda County.

The CCOIS

This study is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS) and administered by the Labor Market Information Division (LMID), which is part of the State of California's Employment Development Department (EDD). CCOIS reports contain information on occupations in 58 counties and all of California's labor force. No other source of occupational information offers the up-to-date local labor market focus that is found in these Occupational Outlook Reports. Currently, the CCOIS contracts with 38 local agencies to produce the regional reports. The Oakland Private Industry Council conducts this study on behalf of Alameda County.

Mission of the CCOIS

The mission of the CCOIS is "to improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information that results in better labor decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators, and others who assist and prepare people to obtain work."

Project Coordination

Oakland Private Industry Council, Inc.
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Internet address: www.oaklandpic.org

USES FOR THIS REPORT

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used for a variety of purposes by a variety of organizations and individuals. Some of the most important uses are listed below.

Career Decisions: Career Counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information in this report is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Program Planning: This report provides local planners and administrators with employment data, including occupational size and expected growth rates. Program Planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

Economic Development: Local government agencies and economic development organizations will find information on the local labor pool such as occupational size, expected growth rates and wages useful in determining the potential for business growth and development in the Alameda County labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

SURVEY METHOD

Occupation Selection

The following process was used to select the occupations to be included in this report. Initial criteria was identified by the Oakland Private Industry Council (OPIC) staff to narrow down the list of occupations to be surveyed. A preliminary list of occupations was developed and reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of private industry councils, and employers from throughout Alameda County, and the Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of 25 occupations was selected.

Criteria:

- The occupation has a substantial employment base in the county
- There is a substantial number of projected job openings in the county
- There appears to be substantial potential for earning capacity
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology

Survey Sample Selection

After the occupations were clearly defined and appropriate Occupational Employment Statistics (OES) and Dictionary of Occupational Titles (DOT) codes assigned, the LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. For example, medical assistants generally work for firms classified in the health services category, whereas administrative assistants may be scattered across several industries.

The samples were carefully reviewed and employers called to verify the company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to 40 employers for each occupation.

Title and Definition of Occupations

Industry title represents the economic activity in which a firm is engaged. Industries are classified according to the Standard Industry Classification (SIC) Manual. There are nine major industry classifications. Every firm in the state is classified in one or more of these detailed industry categories according to the products or services they render.

Each occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. The method of classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor.

BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles include Licensed Vocational Nurse, Computer Engineer, and Administrative Assistant.



Questionnaire Development

LMID developed a standard questionnaire, a sample of which is included in this report.

Survey Procedures

The following illustrates OPIC's survey procedures:

- Employers were called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study and encourage participation. Employers were eliminated at this point if they did not employ a targeted occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. If that was not a convenient time, employers were called back at a designated time and/or sent a survey by mail or fax.
- Employers not responding after five working days of the initial mailing were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the survey by telephone.
- All surveys were reviewed by the coordinator to ensure accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other responses or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time in order to secure a finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, firms listed in the Yellow Pages, or firms listed with local city's Chambers of Commerce.

Tabulation & Results

The survey responses were entered into a computer database provided by EDD, and tabulations were produced. From those tabulations, the data was analyzed and the final occupational summaries were prepared. Each occupational summary provides information on training and hiring requirements; size of the occupation; employment trends; supply/demand assessments; wages and fringe benefits; and other information. Specific employer identification is and will remain confidential.

OCCUPATIONAL SUMMARIES

The following descriptions are provided to explain each section of the occupational summaries. Occupations are listed alphabetically by their title. The OES Code and number of responding firms are provided at the beginning of each summary.

Response Chart

When reference is made to “all”, “almost all”, “most”, “many”, “some”, or “few”, the following definitions apply:

All:	100% of the survey respondents
Almost All:	80% up to but not including 100% of survey respondents
Most:	60% up to but not including 80% of survey respondents
Many:	40% up to but not including 60% of survey respondents
Some:	20% up to but not including 40% of survey respondents
Few:	Less than 20% of survey respondents

A small chart reminding the reader of these definitions is presented at the bottom of the second page of each summary.

Description

The titles and descriptions are based on the OES Dictionary published by the Bureau of Labor Statistics, May 1992, and by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition.

Employer Requirements

Skills and Abilities

The basic skills, knowledge, abilities, and certification described in this section are from the O*Net Online data base. An Appendix is included to define the listed characteristics. Computer related skills are from the surveyed employers.

Education

This section identifies the minimum level of formal education that firms require when hiring a candidate into the specific occupation. The need for a license or certificate is identified here.

Experience & Other Training

This part of the report reflects employers' requirements for previous work experience and the degree to which they accept training as a substitute for experience.

Wages and Benefits

Hourly Wages

The standard definition of wage data categories enables comparison of salary ranges across occupations. The wages are based primarily on employer surveys and contracts with unions. Union wages are reported separately when union employment represents 20 to 80 percent of the surveyed employers. Extreme wages are not included in this report. Wages reported are based on data collected from June 2000 through February 2001 and reflect the following categories:

Entry Level/No Experience:	The wages of persons trained or untrained, but with no paid experience in the occupation.
Experienced/New to Firm:	The starting wages paid to journey-level or experienced workers newly hired at the firm.
3 + Years Experience with Firm:	The wages generally paid to workers with at least three years journey-level experience at the firm.



Benefits

Employee benefits for both full-time and part-time workers are presented in this section. The data shows the percentage of employers offering each benefit using the categories listed on page 9.

The wages and benefits included in this report are those paid and provided by employers participating in the study.

Shifts and Hours

This section provides the shifts and hours employers report assigning to employees.

Employment Trends

Size of Occupation

Four major information items are reported in this section.

1. An excerpt from the Occupational Outlook Handbook (OOH), published by the federal Bureau of Labor Statistics gives the national picture of where many of the workers in the occupation are employed.
2. An estimate of the number of workers in the occupation in Alameda County. Usually, this was an interpolation from the occupational projections produced by EDD. When projections data were not available for an occupation the estimate was based on the number of employees in the surveyed firms.
3. The gender profile is reported as a percentage of the employees working for the employers surveyed.
4. Employment during the past year reflects employers' thoughts about whether the occupation grew, remained stable, or declined.

Supply/Demand

This section reports the turnover rate for the occupation within surveyed firms; the number of new hires reported to fill vacancies; and the degree of difficulty employers report when recruiting experienced and/or qualified inexperienced applicants who meet their hiring qualifications.

The terms used in this section illustrate the local supply and demand characteristics at the time of the survey. Results are reported based on the calculation of a weighted average.

Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. <u>(1.00 to but not including 2.00)</u>
Moderately Difficult:	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. <u>(2.00 to but not including 3.00)</u>
Very Difficult:	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search <u>(3.00 through 4.00)</u>

Recruiting Methods

This section provides a list of employer responses regarding their three most successful applicant sources resulting from recruitment efforts.

Employment Projections

Occupational Forecast 1995-2002

The forecast tables represented in this section were prepared by EDD. The tables indicate the employment level, growth rating and job openings by occupation in Alameda County over a seven-year period. Also included is the average growth rate for all occupations in the county.

Size

The term used to describe the employment level of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Alameda County is measured on the following scale.

Small	=	909 and less
Medium	=	910 - 1,817
Large	=	1,818 - 3,938
Very Large	=	3,939 and above

Growth Rating

The standard terms used to describe the rate of growth for each occupation are as follows:

Much Faster than Average	=	15.45% and above
Faster than Average	=	11.33% - 15.44%
Average	=	9.27% - 11.32%
Slower than Average	=	9.26 % and below
Remain Stable	=	no significant change
Decline	=	negative projection

New Jobs & Openings

The number of job openings reported is a result of occupational growth plus openings resulting from turnover.

Employer Forecast

In this section, employment levels in the occupation are assessed for the past year and for the next two years. Here, the employment levels are measured by whether responding employers felt the occupation would decline, remain stable or grow.

Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from the SIC as used in Occupational Forecast Tables supplied by LMID/EDD.

ACCOUNTANTS AND AUDITORS

DESCRIPTION of OCCUPATION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EMPLOYER REQUIREMENTS

Skills:

Mathematics	Reading Comprehension
Word Processing, Spreadsheet	Problem Identification
Database, Desktop Publishing	Information Organization
Judgment and Decision Making	Information Gathering
Identification of Key Causes	Systems Evaluation
Manage Financial Resources	Critical Thinking
Identifying Downstream Consequences	

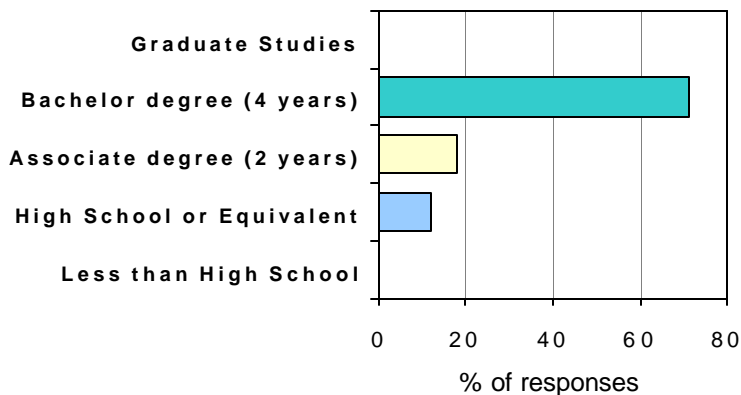
Knowledge of:

Numbers, their operations, and interrelationships;
Economic and accounting principles and practices;
Principles and processes involved in business and organizational planning, coordination, and execution.

Abilities:

Number Facility	Written Comprehension
Written Expression	Near Vision
Mathematical Reasoning	Oral Expression
Perceptual Speed	Problem Sensitivity

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$ 6.50	\$18.41	\$12.46
New Hire-with exp.	\$13.42	\$29.47	\$20.15
Experienced-3 yrs. with firm	\$12.00	\$35.96	\$26.37

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Most
Life Insurance	Almost All
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	Almost All
Child Care	None
Other	None

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours. A few employers have a graveyard shift.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 23 hours per week.

Experience and Other Training

Almost all employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Some employers will accept training in lieu of experience. Some require technical/vocational training.

EMPLOYMENT TRENDSSize of Occupation

Nationally, accountants and auditors work throughout private industry and government, but some work for accounting, auditing, and bookkeeping firms and a few were self-employed.

There were an estimated 4,820 Accountants and Auditors in Alameda County in 2000. Based on the sample responses, 46% of these workers were male and 54% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 26.5% turnover rate was reported for this occupation. Job vacancies were created and filled as follows.

Promotions	Some
Employees Leaving	Many
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Employee Referrals	Some
Newspaper Ads	Almost All
Private Employment Agency	Some
Internet	Many
College/University	Some

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Occupation Size:	4,960 (Very Large)
Projected Growth Rate:	Average (10.7%)
Projected New Jobs & Openings:	1,120

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Some employers expect growth over the next 2 years.

Competition will remain keen for the most prestigious jobs- those with major accounting and business firms.

Where the Jobs Are

Financial Institutes	Real Estate Agencies
Computer Related Services	Accounting Firms
Freight Transportation	
Medical & Clinical Services	

OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to Senior or Partnership positions.

Alternative Job Titles

Comptrollers	Accounting Manager
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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ANNOUNCERS - RADIO AND TELEVISION

DESCRIPTION of OCCUPATION

Television and Radio Announcers introduce various types of radio or television programs, interview or question guests, or act as master of ceremonies. They read news flashes and identify the station by giving call letters.

EMPLOYER REQUIREMENTS

Skills:

Active Listening	Speaking
Reading Comprehension	Writing
Information Gathering	Time Management
Social Perceptiveness	Idea Generation
Information Organization	Operation and Control

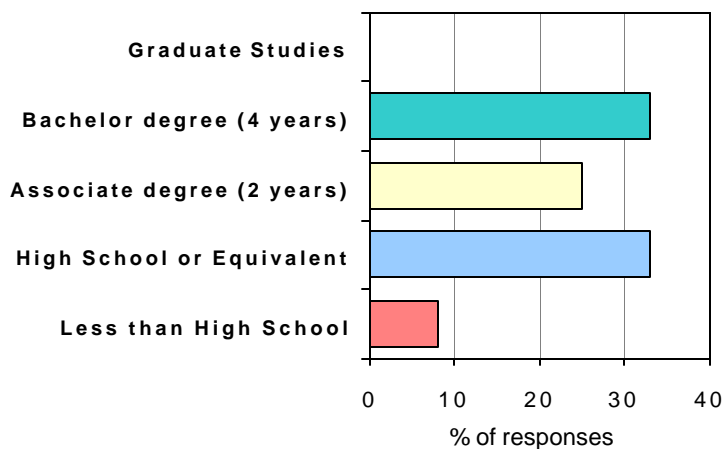
Knowledge of:

Media production, communication, and dissemination techniques and methods;
Transmission, broadcasting, switching, control, and operation of telecommunications systems;
The structure and content of the English language;
Computer hardware and software, including applications.

Abilities:

Oral Expression	Speech Clarity
Oral Comprehension	Memorization
Written Comprehension	Fluency of Ideas
Speech Recognition	Originality
Information Ordering	Written Expression

Minimum Experience Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$12.75	\$35.60	\$30.00
Experienced-3 yrs. with firm	\$15.00	\$44.53	\$40.00

Non-Union	Low	High	Median
New Hire-no exp.	\$6.00	\$10.00	\$8.00
New Hire-with exp.	\$6.00	\$17.00	\$12.50
Experienced-3 yrs. with firm	\$9.00	\$50.00	\$15.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Some
Dental Insurance	Almost All	Some
Vision Insurance	Almost All	Few
Life Insurance	Almost All	Some
Sick Leave	Almost All	Few
Vacation	All	None
Retirement Plan	Most	Some
Child Care	None	None
Other	None	None

Many employers provide the entire cost of insurance benefits. Many others share cost with employees.

Shifts: Almost all employers report assigning day shift hours. Many employers report assigning swing shift hours. Also, many employers report assigning graveyard shift hours. Some employers use other scheduling, such as on-call or early morning shift.

Hours: Full-time employees work an average of 40 hours per week. Part-time employees average 15 hours per week. Temporary on-call workers put in 8 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Most will accept other occupational experience. Most employers will accept training in lieu of experience. A few require Technical/Vocational training.

OES CODE: 340170

12 FIRMS REPRESENTED / 112 EMPLOYEES

EMPLOYMENT TRENDS

Size of Occupation

Nationally, nearly all announcers are staff announcers employed in radio and television broadcasting, but some are freelance announcers who sell their services for individual assignments to networks and stations, or to advertising agencies and other independent producers. Many announcing jobs are part time.

Based on our survey there were at least 112 Announcers in Alameda County in 2000. Based on the sample responses, 67% of these workers were male and 33% female.

Almost all employers report that the Employment level in this occupation remained stable during 2000. A few employers reported growth for this occupation.

Supply and Demand

During the survey period, an 8.9% turnover rate was reported for this occupation. Job vacancies were created and filled as follows.

Temporary	Few
Employees Leaving	Most
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **not difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Newspaper Ads	Many
Employee Referrals	Most
Internet	Some
Other(Word of Mouth)	Most

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	N/A
Projected Growth Rate:	N/A
Projected New Jobs & Openings:	N/A

Between 2000 and 2002, most employers expect the employment level in this occupation to remain stable. Some employers expect growth during the next two years.

Competition for jobs as announcers will be keen because the broadcasting field attracts many more jobseekers than there are jobs. Small radio stations are more inclined to hire beginners, but the pay is low. Interns usually receive preference for available positions.

Where the Jobs Are

Radio Stations	Television Stations
Independent Production Companies	

OTHER INFORMATION

Promotional Opportunities

Most employers provide promotional opportunities to positions of more responsibility, sometimes leading to management.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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BUTCHERS AND MEAT CUTTERS

DESCRIPTION of OCCUPATION

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. This report does not include butchers working in slaughtering.

EMPLOYER REQUIREMENTS

Skills:

Product Inspection

Mathematics

Knowledge of:

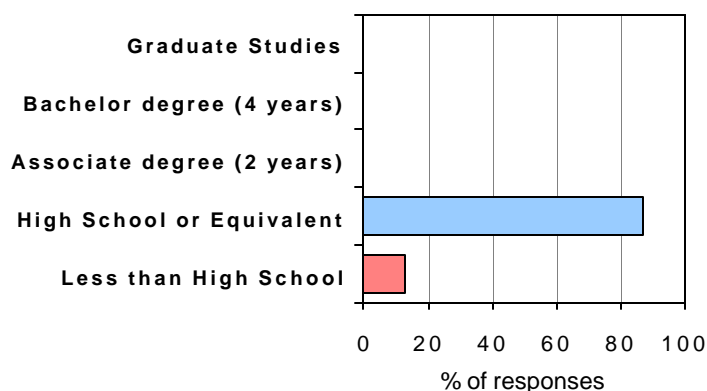
Principles and processes for providing customer and personal services

Abilities:

Manual Dexterity

Wrist-Finger Speed

Minimum Education Required



Experience and Other Training

Almost all employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Most employers will accept training in lieu of experience. Some require Technical/Vocational Training.

WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$8.95	\$9.59	\$9.27
New Hire-with exp.	\$9.75	\$17.80	\$13.26
Experienced-3 yrs. with firm	\$12.50	\$20.00	\$17.50

Non-Union	Low	High	Median
New Hire-no exp.	\$9.00	\$9.00	\$9.00
New Hire-with exp.	\$10.00	\$15.00	\$13.00
Experienced-3 yrs. with firm	\$13.00	\$19.50	\$16.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	All	All
Dental Insurance	Almost All	All
Vision Insurance	Almost All	All
Life Insurance	Most	Most
Sick Leave	Almost All	Almost All
Vacation	All	All
Retirement Plan	Most	Many
Child Care	None	None
Other	None	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: All employers report assigning day shift hours. Many employers report assigning swing shift hours.

Hours: Full-time employees work an average of 40 hours per week. Part-time employees average 27 hours per week.

EMPLOYMENT TRENDSSize of Occupation

The majority of the skilled butchers and meat cutters work at the retail level in grocery stores, meat and fish markets, restaurants, or hotels, while lower skilled meat, poultry, and fish cutters work in meatpacking or poultry and fish processing plants.

There were an estimated 840 Butchers and Meat Cutters in Alameda County in 2000. Based on the sample responses, 94% of these workers were male and 6% female.

Most employers report that the employment level in this occupation remained stable during 2000. Some employers reported growth while a few stated that they experienced a decline for this occupation.

Supply and Demand

During the survey period, an 8.1% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Few
Promotions	Few
Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Newspaper Ads	Many
Employee Referrals	Most
Union Hall	Many
Walk-in	Almost All

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	840 (Small)
Projected Growth Rate:	1.2% (Slower)
Projected New Jobs & Openings:	150

Between 2000 and 2002, many employers expect the employment level in this occupation to remain stable. Many others expect growth during that period.

Job growth will be concentrated among lower skilled meat, poultry, and fish cutters, as more meat cutting and processing shifts from retail stores to food processing plants.

Where the Jobs Are

Meats & Meat Products	Fish & Meat Markets
Grocery Stores	Eating Places

OTHER INFORMATIONPromotional Opportunities

Most employers provide promotional opportunities to Management positions.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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CASHIERS

DESCRIPTION of OCCUPATION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

Skills:

Mathematics	Service Orientation
Speaking	Social Perceptiveness
Active Listening	

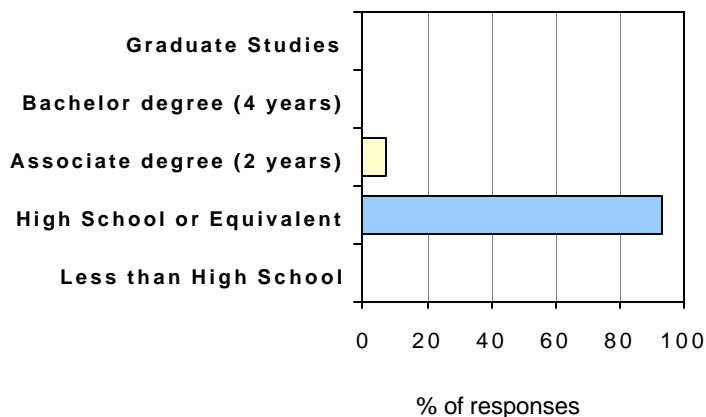
Knowledge of:

Principles and processes for providing customer and personal services;
Numbers, their operations, and interrelationships;
Administrative and clerical procedures and systems;
The structure and content of the English language.

Abilities:

Oral Expression	Number Facility
Near Vision	Oral Comprehension
Speech Clarity	Finger Dexterity
Wrist-Finger Speed	Information Ordering
Memorization	Manual Dexterity

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$6.00	\$10.00	\$7.43
New Hire-with exp.	\$6.50	\$11.76	\$8.00
Experienced-3 yrs. with firm	\$9.00	\$16.88	\$10.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Most
Dental Insurance	Almost All	Most
Vision Insurance	Almost All	Most
Life Insurance	Most	Many
Sick Leave	Almost All	Most
Vacation	Almost All	Most
Retirement Plan	Almost All	Most
Child Care	Few	None
Other	None	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: All employers report assigning day shift hours, most employers report assigning swing shift hours and few employers report assigning graveyard shift hours.

Hours: Full-time employees work an average of 40 hours per week. Part-time workers average 25 hours per week. Temporary workers average 20 hours per week.

Experience and Other Training

None of the employers surveyed require prior work experience. Some employers prefer but do not require experience. All will accept other occupational experience. Most employers will accept training in lieu of experience. A few prefer technical/vocational training although none require it.

EMPLOYMENT TRENDSSize of Occupation

Cashiers are employed in almost every industry. Many work in supermarkets and other food stores. Restaurants, department stores, gasoline service stations, drug stores, and other retail establishments also employ large numbers of these workers. Outside of retail establishments, many cashiers work in hotels, schools, and motion picture theaters.

There were an estimated 14,850 Cashiers in Alameda County in 2000. Based on the sample responses, 40% of these workers were male and 60% female.

Most employers report that the employment level in this occupation grew over the past 12 months. Some employers reported a stable pattern in employment for this occupation.

Supply and Demand

During the survey period, a 14.1% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Some
Employees Leaving	Some
New Positions (Growth)	Some

Employers report that they do not seek *experienced* applicants and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Employee Referrals	Most
Newspaper Ads	Most
Walk-in Applicants	All

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	15,410 (Very Large)
Projected Growth Rate:	14.6% (Faster than Average)
Projected New Jobs & Openings:	6,980

Between 2000 and 2002 most employers expect the employment level in this occupation to grow. Some others expect stable employment in this occupation during the next 2 years.

Good employment opportunities are expected due to the large number who leave this occupation each year. This occupation offers plentiful opportunities for part-time work.

Where the Jobs Are

Department Stores	Grocery Stores
Gasoline Service Stations	Eating Places
Family Clothing Stores	Lumber & Building
Drug & Proprietary Stores	Material Stores

OTHER INFORMATIONPromotional Possibilities

All employers provide promotional opportunities to Lead, Supervisory or Managerial positions.

Alternative Job Titles

Some employers refer to their employees in this occupation as Clerks. A few employers refer to all employees as Associates or Representatives.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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CLAIMS EXAMINERS - PROPERTY AND CASUALTY INSURANCE

DESCRIPTION of OCCUPATION

Claims Examiners - Property and Casualty Insurance review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insure that adjusters have followed proper methods. They report overpayments, underpayments, and other irregularities and confer with legal counsel on claims requiring litigation.

EMPLOYER REQUIREMENTS

Skills:

Problem Identification	Mathematics
Reading Comprehension	Writing
Information Gathering	Speaking
Solution Appraisal	Critical Thinking
Product Inspection	Active Listening

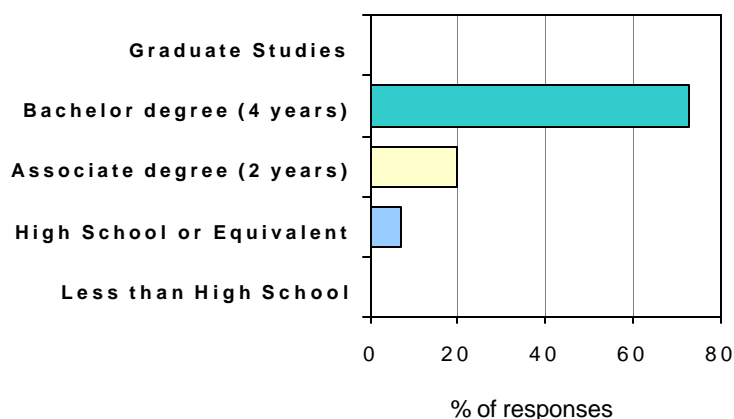
Knowledge of:

Numbers, their operations, and interrelationships;
Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Abilities:

Written Comprehension	Oral Expression
Mathematical Reasoning	Number Facility
Oral Comprehension	Problem Sensitivity
Deductive Reasoning	Written Expression

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$14.38	\$16.78	\$16.78
New Hire-with exp.	\$11.99	\$23.97	\$16.78
Experienced-3 yrs. with firm	\$17.00	\$28.77	\$21.58

Benefits

Type	Full-Time
Medical Insurance	All
Dental Insurance	All
Vision Insurance	Almost All
Life Insurance	Almost All
Sick Leave	All
Vacation	All
Retirement Plan	All
Child Care	None
Other	None

Most employers provide the entire cost of insurance benefits. Many share cost with employees.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40-hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Many employers will accept training in lieu of experience. A few require technical/vocational training.

OES CODE: 219210

15 FIRMS REPRESENTED / 1,553 EMPLOYEES

EMPLOYMENT TRENDS

Size of Occupation

Insurance companies employ the vast majority of claim examiners. Hospitals, physician offices and independent adjusting and claims processing firms employ the remainder.

There were an estimated 310 Claims Examiners in Alameda County in 2000. Based on the sample responses, 56% of these workers were male and 44% female.

Most employers report that the employment level in this occupation remained stable during 2000 and many report that it grew.

Most job openings in this occupation will result from the need to replace workers who transfer to other occupations or leave the labor force.

Supply and Demand

During the survey period, a 12.4% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Some
Employees Leaving	Many
New Positions (Growth)	Some

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Most
Newspaper Ads	Most
Private Employment Agency	Some
Internet	Many
College/University	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Occupation Size:	320 (Small)
Projected Growth Rate:	Average (10.3%)
Projected New Jobs & Openings:	50

Between 2000 and 2002 most employers expect the employment level in this occupation grow. Many employers expect stable employment levels over the next 2 years.

Where the Jobs Are

Insurance Carriers	Insurance Agencies
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OTHER INFORMATION

Promotional Opportunities

All employers provide promotional opportunities to positions of greater responsibility. These positions could be Specialist, supervisor or Management level.

Alternative Job Titles

Claims Adjusters	Claim Reviewers
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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COMPUTER NETWORK TECHNICIANS

DESCRIPTION of OCCUPATION

Computer Network Technicians install and maintain personal computers and connect them to local lan/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

EMPLOYER REQUIREMENTS

Skills and Abilities

Skills:

Equipment Selection	Instructing
Operations Analysis	Testing
Problem Identification	Critical Thinking
Reading Comprehension	Active Listening
Information Gathering	Troubleshooting
Word Processing, Spreadsheet, Database, Desktop Publishing	

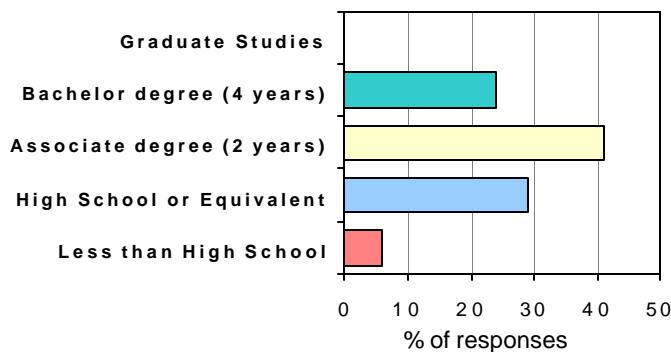
Knowledge of:

Electric circuit boards, processors, chips, and computer hardware and software;
Instructional methods and training techniques.

Abilities:

Oral Comprehension	Oral Expression
Written Comprehension	Problem Sensitivity
Written Expression	Speech Clarity
Mathematical Reasoning	Near Vision
Deductive Reasoning	Fluency of Ideas

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$12.00	\$21.58	\$14.39
New Hire-with exp.	\$16.78	\$26.37	\$20.00
Experienced-3 yrs. with firm	\$20.14	\$35.00	\$25.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Most
Life Insurance	Almost All
Sick Leave	Most
Vacation	Most
Retirement Plan	Almost All
Child Care	Few
Other	None

Few employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours. Few employers report assigning swing shift hours.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 22 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Some will accept other occupational experience. Most employers will accept training in lieu of experience. Most require Technical/Vocational Training. A certificate may be required.

NON-OES CODE: 033162996

17 FIRMS REPRESENTED / 77 EMPLOYEES

EMPLOYMENT TRENDS

Although they are increasingly employed in every sector of the economy, the greatest concentration of computer network technicians is in the computer and data processing services industry. Many work in other areas, such as for government agencies, manufacturers of computer and related electronic equipment, insurance companies, financial institutions, and universities.

Based on our survey there were at least 77 computer network technicians in Alameda County in 2000. Based on the sample responses, 82% of these workers were male and 18% female.

Many employers report that the employment level in this occupation remained stable during 2000. Many others report that levels grew last year.

Supply and Demand

During the survey period, a 5.2% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Few
New Positions (Growth)	Almost All

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Most
Newspaper Ads	Many
Internet	Most
College/University	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	N/A
Projected Growth Rate:	N/A
Projected Job Openings:	N/A

Between 2000 and 2002 many employers expect the employment level in this occupation will remain stable. However, many others think this occupation will grow in the next two years.

Where the Jobs Are

Medium-sized and Large Firms (All Industries)

OTHER INFORMATION

Alternative Job Titles

Technical Support	Systems Administrator
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Promotional Opportunities

Most employers provide promotional opportunities to supervisory or management positions. Some employers also provide promotional opportunities to positions of more responsibility without supervisory obligations.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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CONSTRUCTION AND BUILDING INSPECTORS

DESCRIPTION of OCCUPATION

Construction and Building Inspectors inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations. Inspectors may be limited to a single area, such as electrical systems or elevators, or inspections may be more general in nature.

EMPLOYER REQUIREMENTS

Skills:

Product Inspection	Active Listening
Problem Identification	Speaking
Writing	Judgment
Identification of Key Causes	Testing
Information Gathering	Critical Thinking

Knowledge of:

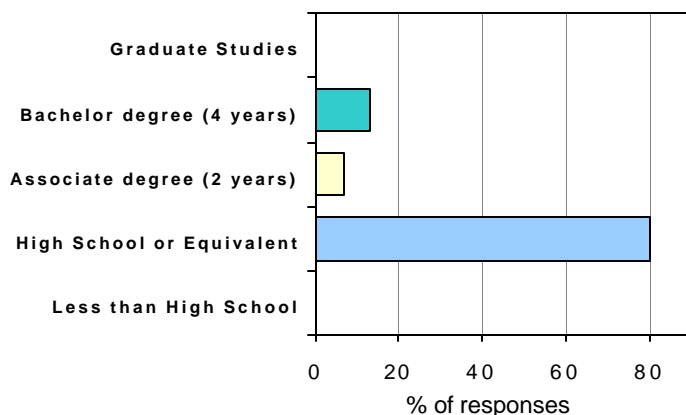
Materials, methods, and the appropriate tools to construct objects, structures, and buildings;
Numbers, their operations, and interrelationships;
Machines and tools;
Design techniques, principles, tools and instruments;
The structure and content of the English language;
Physical principles, laws, and applications.

Abilities:

Problem Sensitivity	Oral Expression
Written Expression	Deductive Reasoning
Written Comprehension	Near Vision
Inductive Reasoning	Speech Clarity
Oral Comprehension	Mathematical
Reasoning	

License or certificate may be required.

Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$22.86	\$30.12	\$24.59
New Hire-with exp.	\$20.98	\$33.56	\$25.00
Experienced-3 yrs. with firm	\$23.13	\$36.09	\$27.12

Non-Union	Low	High	Median
New Hire-no exp.	\$9.59	\$14.38	\$11.99
New Hire-with exp.	\$12.95	\$25.00	\$15.58
Experienced-3 yrs. with firm	\$14.86	\$34.00	\$20.79

Benefits

Type	Full-Time
Medical Insurance	All
Dental Insurance	Almost All
Vision Insurance	Most
Life Insurance	Almost All
Sick Leave	All
Vacation	All
Retirement Plan	Almost All
Child Care	None
Other	None

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40 hours per week. A few part-time workers average 26 hours per week.

Experience and Other Training

Most employers require prior work experience. Some employers prefer but do not require experience. Most will accept other occupational experience. Many employers will accept training in lieu of experience. Most require technical/vocational training.

OES CODE: 219080

15 FIRMS REPRESENTED / 148 EMPLOYEES

EMPLOYMENT TRENDS

Local governments that are primarily municipal or county building departments employ most construction and building inspectors. Employment of local government inspectors is concentrated in cities and in suburban areas undergoing rapid growth. Other construction and building inspectors work for engineering and architectural services firms, conducting inspections for a fee or on a contract basis.

There were an estimated 410 construction and building inspectors in Alameda County in 2000. Based on the sample responses, 86% of these workers were male and 14% female.

Most employers report that the employment level in this occupation grew during 2000. Some employers report that the level remained stable last year. A few firms reported a decline in occupational employment.

Supply and Demand

During the survey period, an 8.8% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	None
Promotions	Some
Employees Leaving	Few
New Positions (Growth)	Many

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Newspaper Ads	Almost All
Trade Journal	Most
Internet	Most

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	430 (Small)
Projected Growth Rate:	16.2% (Much Faster)
Projected New Jobs & Openings:	120

Between 2000 and 2002 many employers expect the Employment level in this occupation will grow. Many others expect the level will remain stable over the next two years.

Local governments, primarily municipal or county building departments, employ over 50 percent.

Where the Jobs Are

Engineering Services	Testing Laboratories
Local Government	

OTHER INFORMATION

Alternative Job Titles

Reconstruction Specialists	Civil Engineers
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Promotional Opportunities

Most employers provide promotional opportunities to positions of more responsibility up to and including supervisor.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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DATA ENTRY KEYERS - EXCEPT COMPOSING

DESCRIPTION of OCCUPATION

Data Entry Keyers (except Composing) operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. This report does not include workers who primarily work with a Data Entry Composing Machine.

EMPLOYER REQUIREMENTS

Skills:

Problem Identification
Information Organization

Product Inspection
Monitoring

Knowledge of:

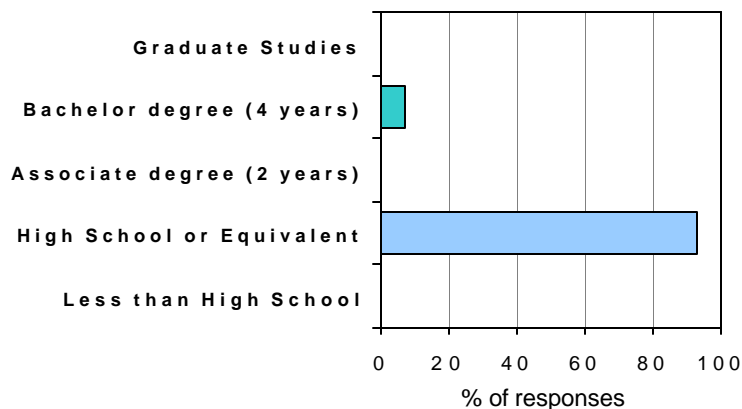
Administrative and clerical procedures and systems;
Computer software, including applications.

Abilities:

Written Comprehension
Problem Sensitivity
Information Ordering

Near Vision
Wrist-Finger Speed
Category Flexibility

Minimum Education Required



Experience and Other Training

Most employers require prior work experience. Most will accept other occupational experience. Most employers will accept training in lieu of experience. Many require technical/vocational training.

WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$11.03	\$12.00	\$11.76
New Hire-with exp.	\$9.00	\$14.00	\$12.00
Experienced-3 yrs. with firm	\$12.00	\$16.00	\$14.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Almost All
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	All
Child Care	None
Other	None

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours. Some employers use a swing shift. A few employers have a graveyard shift.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 21 hours per week

EMPLOYMENT TRENDSSize of Occupation

Data entry keyers are employed in every sector of the economy. Some workers telecommute by working from their homes on personal computers linked by telephone lines to those in the main office. This enables them to type material at home while still being able to produce printed copies in their offices. Some hold jobs in firms providing business services, including temporary help, word processing, and computer and data processing. Others work in Federal, State, and local government agencies.

There were an estimated 1,890 Data entry keyers in Alameda County in 2000. Based on the sample responses, 32% of these workers were male and 68% female.

Many employers report that the employment level in this occupation remained stable during 2000 and many others report that it grew. A few reported a decline in employment.

Supply and Demand

During the survey period, an 8.0% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Many
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Many
Newspaper Ads	Many
Private Employment Agency	Many
Internet	Many
School, Program Referrals	Some

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Occupation Size:	1,870 (Medium)
Projected Growth Rate:	Decline (-4.1%)
Projected New Jobs & Openings:	-10

Between 2000 and 2002 many employers expect the employment level in this occupation will remain stable. Many other employers expect growth over the next 2 years.

The need to replace those who transfer to other occupations or leave this large occupation for other reasons will produce numerous job openings each year. Job prospects will be most favorable for those with the best technical skills – in particular, those with expertise in appropriate computer software applications.

Where the Jobs Are

Data Entry Services	Social Services
Computer Related Services	

OTHER INFORMATIONPromotional Opportunities

Most employers provide promotional opportunities to supervisory or management positions.

Alternative Job Titles

Data Entry Clerks	Data Input Operators
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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DESKTOP PUBLISHING - GRAPHIC DESIGNERS

DESCRIPTION of OCCUPATION

Desktop Publishing-Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

EMPLOYER REQUIREMENTS

Skills:

Product Inspection	Operation and Control
Equipment Selection	Information
Organization	
Information Gathering	

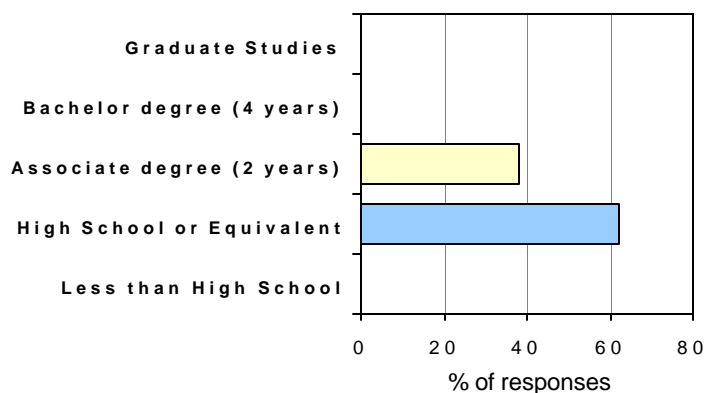
Knowledge of:

The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
Computer software, including applications and programming.

Abilities:

Visual Color Discrimination	Near Vision
Information Ordering	Visualization
Arm-Hand Steadiness	Finger Dexterity
Problem Sensitivity	Control Precision

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$14.38	\$14.38	\$14.38
New Hire-with exp.	\$9.00	\$25.00	\$16.11
Experienced-3 yrs. with firm	\$12.45	\$29.80	\$20.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Most
Vision Insurance	Most
Life Insurance	Most
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	Most
Child Care	Few
Other	None

A few employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 28 hours per week.

Experience and Other Training

Almost all employers require prior work experience. Many will accept other occupational experience. Most employers will accept training in lieu of experience. Many require technical/vocational training.

OES CODE: 979382999

13 FIRMS REPRESENTED / 38 EMPLOYEES

EMPLOYMENT TRENDS

Size of Occupation

Desktop publishing specialists are the largest group of prepress workers. Most prepress jobs are found in firms that handle commercial or business printing, and in newspaper plants. A large number of jobs are also found in printing trade service firms and "in-plant" operations.

Based on our survey there were at least 38 Desktop publishing specialists in Alameda County in 2000. Based on the sample responses, 68% of these workers were male and 32% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 13.2% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Many
Newspaper Ads	Many
Private Employment Agency	Some
Walk-in Applicants	Some
Internet	Most
College/University	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Occupation Size:	N/A
Projected Growth Rate:	N/A
Projected New Jobs & Openings:	N/A

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Some employers expect growth over the next 2 years.

Demand for printed material should continue to grow, spurred by rising levels of personal income, increasing school enrollments, higher levels of educational attainment, and expanding markets. Increased use of computers in desktop publishing should increase emphasis on this occupation compared to other prepress jobs.

Where the Jobs Are

Business Services	Local Government
Commercial Printers	Newspaper Publishers

OTHER INFORMATION

Promotional Opportunities

Many employers provide promotional opportunities to positions of greater responsibility including supervisor and/or manager.

Alternative Job Titles

Graphic Designer

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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DRAFTERS

DESCRIPTION of OCCUPATION

Drafters prepare clear, complete, and accurate working plans and detailed drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EMPLOYER REQUIREMENTS

Skills:

Mathematics	Programming
Reading Comprehension	Idea Generation
Information Gathering	Active Learning
Information Organization	Visioning
Synthesis/Reorganization	Equipment Selection
Technology Design	Active Listening

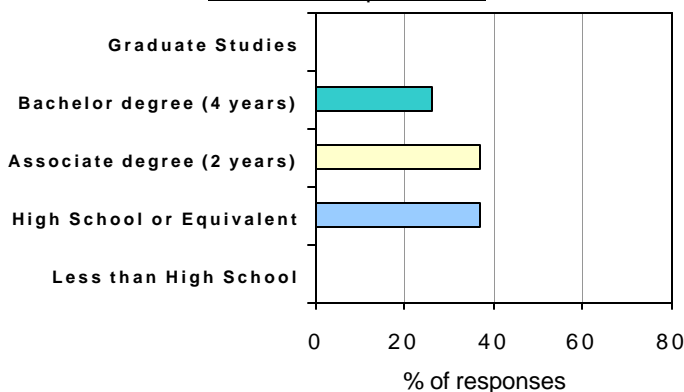
Knowledge of:

Design techniques, principles, tools and instruments;
Numbers, their operations, and interrelationships;
Equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications;
Computer hardware and software including applications;
Materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Abilities:

Written Comprehension	Visualization
Arm-Hand Steadiness	Near Vision
Visual Color Discrimination	Finger Dexterity
Manual Dexterity	Wrist-Finger Speed
Mathematical Reasoning	Number Facility
Information Ordering	Perceptual Speed
Oral Comprehension	Oral Expression

Minimum Requirements



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$16.78	\$16.78	\$16.78
New Hire-with exp.	\$12.00	\$21.58	\$17.26
Experienced-3 yrs. with firm	\$15.00	\$35.96	\$25.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Almost All
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	Almost All
Child Care	Few
Other	None

Many employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40-hours per week. A few part-time workers average 25 hours per week.

Experience and Other Training

Almost all employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Most employers will accept training in lieu of experience. Most require technical/vocational training.

EMPLOYMENT TRENDSSize of Occupation

Some drafters work in engineering and architectural services firms that design construction projects or do other engineering work on a contract basis for organizations in other industries. Others work in durable goods manufacturing industries, such as machinery, electrical equipment, and fabricated metals. Still others are employed in the construction, communications, utilities, and personnel supply services industries. A few are self-employed.

There were an estimated 1,650 drafters in Alameda County in 2000. Based on the sample responses, 90% of these workers were male and 10% female.

Many employers report that the employment level in this occupation remained stable during 2000 and many others report that it grew. A few employers experienced a decline in this occupation over the year.

Supply and Demand

During the survey period, a 2.8% turnover rate was reported for this occupation. Job vacancies were created and filled as follows.

Temporary	Many
Employees Leaving	Some
New Positions (Growth)	Some

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Many
Newspaper Ads	Some
Private Employment Agency	Some
Internet	Many
School, Program Referrals	Some
Other (Word of Mouth)	Some

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Occupation Size:	1,690 (Medium)
Projected Growth Rate:	Average (9.7%)
Projected New Jobs & Openings:	360

Between 2000 and 2002 most employers expect the employment level in this occupation to grow. Some employers expect a stable employment level over the next 2 years.

Although industrial growth and increasingly complex design problems associated with new products and manufacturing will increase the demand for drafting services, greater use of CAD equipment by architects and engineers, as well as drafters, should offset this growth in demand. Many job openings, however, are expected to arise as drafters move to other occupations or leave the labor force.

Where the Jobs Are

Engineering Services Firms	Construction Firms
Various Manufacturing Firms	

OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to positions of greater responsibility often leading to management.

Alternative Job Titles

CAD Operators

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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EVENTS AND MEETING PLANNERS

DESCRIPTION of OCCUPATION

Events and Meeting Planners coordinate activities of staff to make arrangements for group meetings and conventions and consult with representatives of organizations to plan details, such as number of persons, display space desired, and food service schedule. Directs workers in preparing banquet and convention rooms and erecting displays and exhibits.

EMPLOYER REQUIREMENTS

Skills:

Coordination	Service Orientation
Implementation Planning	Speaking
Information Gathering	Time Management
Reading Comprehension	Mathematics
Identification of Key Causes	Active Listening

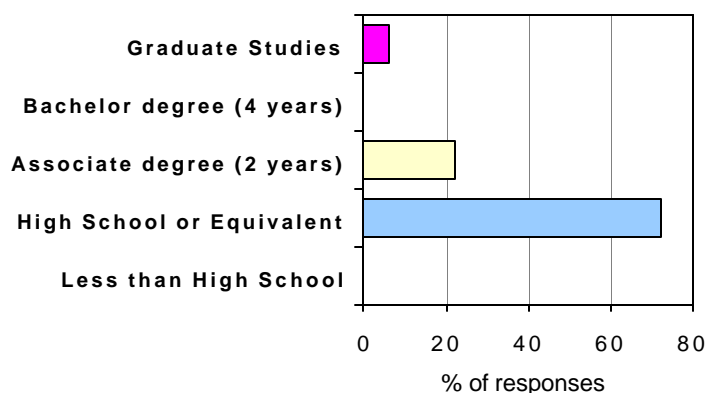
Knowledge of:

Principles and processes for providing customer and personal services;
Principles and methods involved in showing, promoting, and selling products or services;
Administrative and clerical procedures and systems;
Numbers, their operations, and interrelationships.

Abilities:

Oral Comprehension	Oral Expression
Written Comprehension	Fluency of Ideas
Mathematical Reasoning	Number Facility

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employees	Low	High	Median
New Hire-no exp.	\$ 9.00	\$21.86	\$13.19
New Hire-with exp.	\$10.00	\$21.86	\$16.06
Experienced-3 yrs. with firm	\$12.00	\$31.16	\$20.31

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Most
Vision Insurance	Most
Life Insurance	Most
Sick Leave	Most
Vacation	Almost All
Retirement Plan	Most
Child Care	Few
Other	None

Many employers share the cost of insurance benefits.

Shift: Almost all employers report assigning day shift hours. Few employers report assigning varied and weekend schedules.

Hours: Full-time workers put in an average 40-hour workweek. Part-time employees average 30 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Many employers will accept training in lieu of experience. Few employers require Technical/Vocational Training.

NON-OES CODE: 187167999

18 FIRMS REPRESENTED / 68 EMPLOYEES

EMPLOYMENT TRENDS

Events and meeting planners work mostly in hotels and motels as service sales representatives. Some work in eating and drinking places in the same capacity. Still others might work for large corporations as bulk buyers of meeting services.

Based on our survey there were at least 68 events and meeting planners in Alameda County in 2000. Based on the sample responses, 29% of these workers were male and 71% female.

Most employers report that the employment level in this occupation remained stable during 2000. Some employers report growth over the past year.

Supply and Demand

During the survey period, a 22.1% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Some
Employees Leaving	Many
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Most
Employee Referrals	Many
Newspaper Ads	Most
Walk-in Applicants	Some
Internet	Many
Other	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	N/A
Projected Growth Rate:	N/A
Projected New Jobs & Openings:	N/A

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Some employers expect growth over the next two years.

It is projected that employment in this occupation will grow by 20%. In addition, 198,000 openings will become available due to employee turnover (nationally).

Where the Jobs Are

Hotels	Large Firms
Caterers	Civic Organizations

OTHER INFORMATION

Promotional Opportunities

Almost all employers provide promotional opportunities to positions in supervision and management.

Alternative Job Titles

Event Coordinator	Catering Director
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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FINANCIAL MANAGERS

DESCRIPTION of OCCUPATION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This report includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EMPLOYER REQUIREMENTS

Skills:

Judgment and Decision Making	Critical Thinking
Management of Financial Resources	Coordination
Reading Comprehension	Speaking
Problem Identification	Writing
Information Gathering	Systems Evaluation

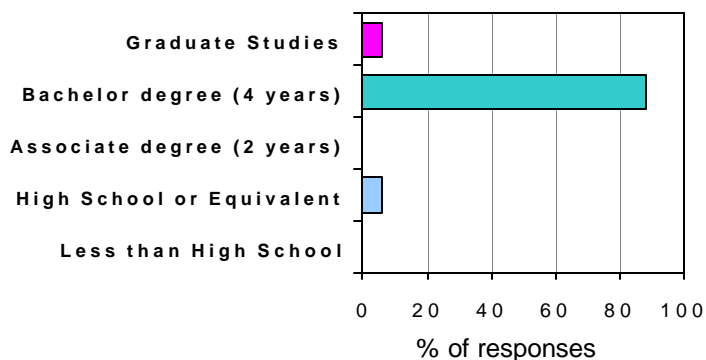
Knowledge of:

Economic and accounting principles and practices;
Principles and processes involved in business and organizational planning, coordination, and execution;
Numbers, their operations, and interrelationships;
The structure and content of the English language;
Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
Policies and practices involved in personnel/human resource functions.

Abilities:

Written Expression	Oral Comprehension
Mathematical Reasoning	Speech Clarity
Oral Expression	Problem Sensitivity
Number Facility	Deductive Reasoning
Written Comprehension	

Minimum Education Requirements



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$11.99	\$17.26	\$14.38
New Hire-with exp.	\$11.51	\$47.95	\$20.14
Experienced-3 yrs. with firm	\$13.42	\$71.92	\$28.77

Benefits

Type	Full-Time
Medical Insurance	All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Almost All
Sick Leave	All
Vacation	All
Retirement Plan	Almost All
Child Care	Few
Other (Stock Options)	Few

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: There are only full-time workers in this occupation and they average 40-hours per week.

Experience and Other Training

Almost all employers require prior work experience. Most will accept other occupational experience. Many employers will accept training in lieu of experience. Few require technical/vocational training.

EMPLOYMENT TRENDS

Financial managers are found in virtually every industry. Service industries, including business, health, social and management services employ many. Some are employed by financial institutions, such as banks, savings institutions, finance companies, credit unions, insurance companies, securities dealers, and real estate firms.

There were an estimated 4,950 Financial managers in Alameda County in 2000. Based on the sample responses, 72% of these workers were male and 28% female.

Almost all employers report that the employment level in this occupation remained stable during 2000. Few employers reported growth in the past year.

Supply and Demand

During the survey period, an 8.7% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Most
Employee Referrals	Many
Newspaper Ads	Many
Private Employment Agency	Some
Walk-in Applicants	Some
Internet	Many

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	5,150 (Very Large)
Projected Growth Rate:	15.7% (Faster than Average)
Projected New Jobs & Openings:	1,310

Between 2000 and 2002 many employers expect that the employment level in this occupation to remain stable. Many others predict growth in the next two years.

The need for skilled financial management will spur average employment growth; however, the number of applicants is expected to exceed the number of openings, resulting in competition for jobs.

Where the Jobs Are

Securities Brokers	Real Estate Agencies
Local Government	Accounting Firms
Banks	Colleges & Universities

OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to positions of more responsibility.

Alternative Job Titles

Director of Finance	Financial Consultant
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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HOME HEALTH AIDES

DESCRIPTION of OCCUPATION

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. This report excludes Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Skills:

Service Orientation	Coordination
Social Perceptiveness	Active Listening
Time Management	Writing
Problem Identification	Speaking
Judgment and Decision Making	

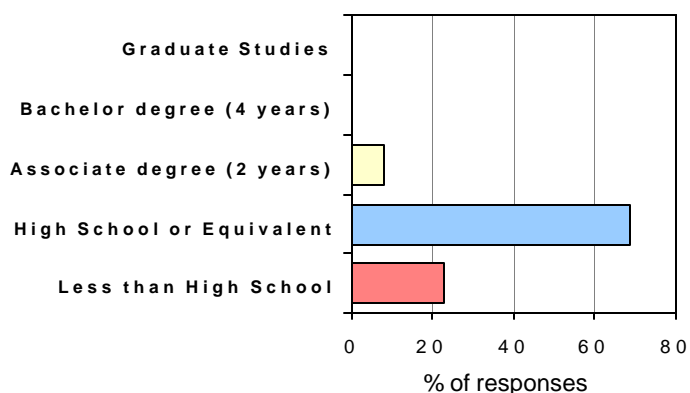
Knowledge of:

Principles and processes for providing customer and personal services;
The information and techniques needed to diagnose and treat injuries, diseases, and deformities;
Human behavior and the assessment and treatment of behavioral and affective disorders;
Information and techniques needed to rehabilitate physical and mental ailments including alternative treatments.

Abilities:

Oral Comprehension	Oral Expression
Written Comprehension	Static Strength
Problem Sensitivity	Manual Dexterity

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$7.28	\$13.00	\$ 9.25
New Hire-with exp.	\$7.00	\$16.00	\$10.00
Experienced-3 yrs. with firm	\$7.56	\$18.00	\$13.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Almost All
Dental Insurance	Almost All	Almost All
Vision Insurance	Most	Most
Life Insurance	Most	Most
Sick Leave	Almost All	Some
Vacation	Almost All	Some
Retirement Plan	Most	Some
Child Care	Few	Few
Other	None	None

Many employers share the cost of insurance benefits.

Shifts: Almost all employers report assigning a day shift. Many report assigning a swing shift. Some report assigning graveyard shifts. Some others report assigning weekend, live-in or on-call shifts.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 27 hours per week. Few temporary workers were reported to work an average of 8 hours per week.

Experience and Other Training

Some employers require prior work experience. Some employers prefer but do not require experience. Most will accept other occupational experience. Many employers will accept training in lieu of experience. Most employers require technical/vocational training.

EMPLOYMENT TRENDS

Home health aides are employed by home health and personal care agencies, visiting nurse associations, residential care facilities with home health departments, hospitals, public health and welfare departments, community volunteer agencies, nursing and personal care facilities, and temporary help firms.

There were an estimated 1,870 home health aides in Alameda County in 2000. Based on the sample responses, 8% of these workers were male and 92% female.

Most employers report that the employment level in this occupation grew during 2000 and some others report that it remained stable.

Supply and Demand

During the survey period, an 11.2% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Few
Promotions	Few
Employees Leaving	Some
New Positions (Growth)	Most

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

Employee Referrals	Most
Newspaper Ads	Almost All
Internet	Some
Walk-in Applicants	Some

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	1,390 (Medium)
Projected Growth Rate:	48.2% (Much Faster than Average)
Projected New Jobs & Openings:	600

Between 2000 and 2002 many employers expect the employment level in this occupation to grow. Many other employers expect stable employment levels over the next 2 years.

A large number of job openings are expected in this occupation due to substantial growth and very high turnover.

Where the Jobs Are

Home Health Care Services
Skilled Nursing Care Facilities

OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to positions of greater responsibility including supervisory and management occupations.

Alternative Job Titles

Certified Nurse Assistant	Nurse Aide
Resident Service Aide	

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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HOUSEKEEPING SUPERVISORS

DESCRIPTION of OCCUPATION

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment, and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.

EMPLOYER REQUIREMENTS

Skills:

Management of Personnel Resources	Coordination
Time Management	Visioning
Identification of Key Causes	Speaking
Problem Identification	Product Inspection
Reading Comprehension	Active Listening

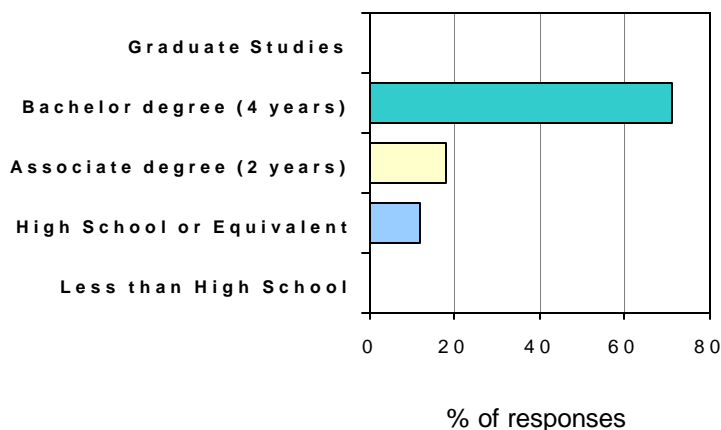
Knowledge of:

Principles and processes for providing customer and personal services;
Policies and practices involved in personnel/human resource functions;
Principles and processes involved in business and organizational planning, coordination, and execution;
Instructional methods and training techniques;
The structure and content of the English language.

Abilities:

Oral Comprehension	Oral Expression
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Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$ 9.07	\$ 9.07	\$ 9.07
New Hire-with exp.	\$ 9.60	\$18.00	\$10.84
Experienced-3 yrs. with firm	\$10.67	\$20.00	\$13.84

Non-Union	Low	High	Median
New Hire-no exp.	\$ 7.25	\$11.33	\$ 9.00
New Hire-with exp.	\$ 6.90	\$14.38	\$ 9.50
Experienced-3 yrs. with firm	\$ 9.85	\$20.14	\$12.55

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Most
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	Almost All
Child Care	None
Other	None

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours. Some employers report assigning swing shift hours. Few employers report assigning graveyard hours.

Hours: Full-time employees work an average of 40-hours per week. Part-time employees work average 25 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Almost all will accept other occupational experience. Many employers will accept training in lieu of experience. A few require technical/vocational training.

EMPLOYMENT TRENDS

Many housekeeping supervisors are employed in hotels; some work in firms supplying building maintenance services on a contract basis; a few work in hospitals; and a few others are employed in nursing and personal care facilities. Other employers included educational institutions, residential care establishments, and amusement and recreation facilities.

There were an estimated 690 housekeeping supervisors in Alameda County in 2000. Based on the sample responses, 48% of these workers were male and 52% female.

Almost all employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 15.5% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Few
Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding experienced applicants moderately difficult and report finding inexperienced applicants that meet their requirements moderately difficult.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

Newspaper Ads	Most
In-House Promotion or Transfer	Many
Walk-in Applicants	Many
Employee Referrals	Almost All

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	700 (Small)
Projected Growth Rate:	7.7% (Slower than Average)
Projected New Jobs & Openings:	50

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Many employers expect growth over the next 2 years.

Where the Jobs Are

Hotel, Motels & Resorts	Management Services
Physical Fitness Facilities	Residential Care
Hospitals & Medical Facilities	Religious Organizations

OTHER INFORMATIONPromotional Opportunities

Most employers provide promotional opportunities to positions of greater responsibility often leading to management level jobs.

Alternative Job Titles

Housekeeping Inspectress	Head Housekeeper
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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JANITORS AND CLEANERS – EXCEPT MAIDS AND HOUSEKEEPERS

DESCRIPTION of OCCUPATION

Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks. This report does not include Maids and Housekeepers.

EMPLOYER REQUIREMENTS

Skills:

Equipment Maintenance Repairing
Troubleshooting

Knowledge of:

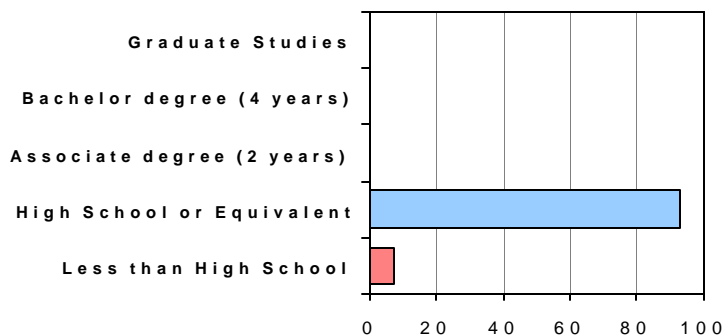
Machines and tools;
The composition, structure, and properties of substances and of the chemical processes and transformations that they undergo;
Principles and processes for providing customer and personal services.

Abilities:

Static Strength Manual Dexterity
Multi-limb Coordination Stamina
Information Ordering Trunk Strength
Dynamic Strength Visualization
Problem Sensitivity Extent Flexibility

Minimum Education Required

% of responses



Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Almost all will accept other occupational experience. Almost all employers will accept training in lieu of experience.

WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$ 7.87	\$14.00	\$11.91
New Hire-with exp.	\$ 8.79	\$15.00	\$12.52
Experienced-3 yrs. with firm	\$ 9.82	\$18.00	\$14.07

Non-Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$ 8.00	\$12.00	\$10.00
Experienced-3 yrs. with firm	\$11.00	\$15.00	\$12.50

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Most
Dental Insurance	Almost All	Most
Vision Insurance	Many	Few
Life Insurance	Many	Few
Sick Leave	Almost All	Most
Vacation	Almost All	Most
Retirement Plan	Almost All	Some
Child Care	None	None
Other	None	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: Almost all employers report assigning day and swing shifts. Many report assigning graveyard shifts. Some report assigning weekend shifts.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 24 hours per week. A few temporary workers were reported to be working an average of 40 hours per week.

LIBRARIAN - PROFESSIONAL

DESCRIPTION of OCCUPATION

Professional Librarians, include persons concerned with administering libraries and performing related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishing references, bibliographies, and reader's advisory services. They may select music, films, or other audio-visual material for subject matter of program.

EMPLOYER REQUIREMENTS

Skills:

Reading Comprehension	Information Organization
Information Gathering	Service Orientation
Synthesis/Reorganization	Active Listening
Management of Material Resources	Speaking
Implementation Planning	Social Perceptiveness
Word Processing, Spreadsheet, Database, Desktop Publishing	

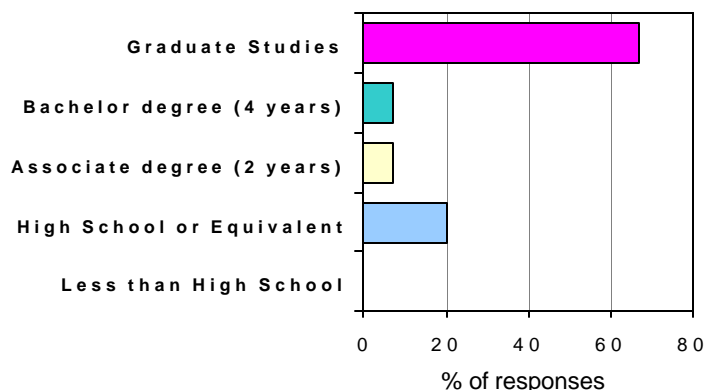
Knowledge of:

The structure and content of the English language;
Instructional methods and training techniques;
Administrative and clerical procedures and systems;
Principles and processes involved in business and organizational planning, coordination, and execution;
Media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media;
Numbers, their operations, and interrelationships.

Abilities:

Written Comprehension	Category Flexibility
Information Ordering	Oral Expression
Written Expression	Near Vision
Oral Comprehension	Speech Clarity
Inductive Reasoning	Fluency of Ideas

Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$12.50	\$24.00	\$20.73
New Hire-with exp.	\$19.73	\$28.00	\$22.68
Experienced-3 yrs. with firm	\$23.53	\$30.00	\$25.72

Non-Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$9.59	\$21.50	\$18.88
Experienced-3 yrs. with firm	\$12.95	\$25.00	\$20.81

Benefits

Type	Full-Time	Part-Time
Medical Insurance	All	Almost All
Dental Insurance	Almost All	Almost All
Vision Insurance	Almost All	Many
Life Insurance	Many	Most
Sick Leave	All	Almost All
Vacation	Almost All	Almost All
Retirement Plan	All	Most
Child Care	None	None
Other	None	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: All employers report assigning day shift hours. Some employers report assigning swing shift hours. Few employers report assigning weekend hours.

Hours: Full-time employees work an average of 39-hours per week. Part-time workers average 22 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Some will accept other occupational experience. Many employers will accept training in lieu of experience. A few employers require technical/vocational training.

EMPLOYMENT TRENDS

Most Librarians are in school and academic libraries; others are in public and special libraries. A small number of librarians work for hospitals and religious organizations. Others work for governments.

There were an estimated 740 Librarians in Alameda County in 2000. Based on the sample responses, 29% of these workers were male and 71% female.

Almost all employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, an 8.2% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Few
Promotions	Some
Employees Leaving	Many
New Positions (Growth)	Few

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Some
Newspaper Ads	Most
Walk-in Applicants	Some
Trade Journal	Many
Internet	Many
College/University	Some
Other	Some

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	750 (Small)
Projected Growth Rate:	2.7% (Slower than Average)
Projected New Jobs & Openings:	20

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Many employers expect growth over the next 2 years.

A master's degree in library science is usually required. Special librarians may need an additional graduate professional degree. Applicants for librarian jobs in large cities or suburban areas will face competition, while those willing to work in rural areas should have better job prospects.

Where the Jobs Are

Local Government	Law Offices
Colleges & Universities	
Elementary & Secondary Schools	

OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to positions of greater responsibility. Often these positions are called Senior, Supervisory, Specialist, or Manager.

Alternative Job Titles

Library Media Specialists	Library Technicians
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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LOCKSMITHS AND SAFE REPAIRERS

DESCRIPTION of OCCUPATION

Locksmiths and Safe Repairers repair and open locks, make keys, change locks and safe combinations, and install and repair safes.

EMPLOYER REQUIREMENTS

Skills:

Equipment Selection	Installation
Troubleshooting	Repairing
Problem Identification	

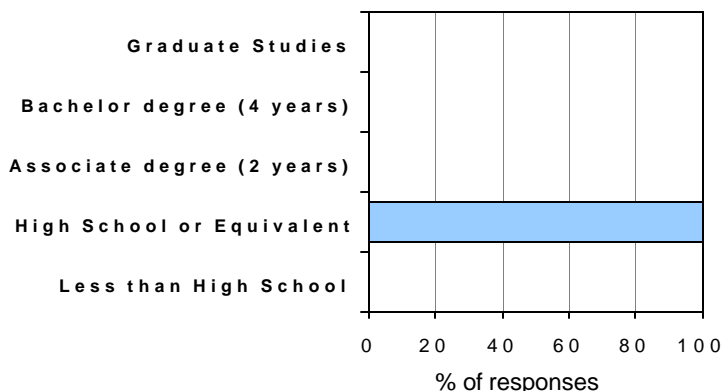
Knowledge:

Equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications;
Machines and tools.

Abilities:

Arm-Hand Steadiness	Manual Dexterity
Wrist-Finger Speed	Finger Dexterity

Minimum Education Required



Experience and Other Training

Most employers require prior work experience. Some will accept other occupational experience. Most employers will accept training in lieu of experience. Some require technical/vocational training.

WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$ 6.00	\$10.00	\$ 8.00
New Hire-with exp.	\$ 8.50	\$15.00	\$13.00
Experienced-3 yrs. with firm	\$10.00	\$21.00	\$18.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Most
Life Insurance	Some
Sick Leave	Almost All
Vacation	All
Retirement Plan	Most
Child Care	None
Other	None

Almost all employers provide the entire cost of insurance benefits. A Few share cost with employees.

Shifts: All employers report assigning day shift hours. A few employers have a swing shift. A few call their workers when needed.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 21 hours per week

OES CODE: 859230

15 FIRMS REPRESENTED / 86 EMPLOYEES

EMPLOYMENT TRENDS

Size of Occupation

Nationally, locksmiths and safe repairers is such a small occupation that little data is collected about them. Most are self-employed and work in small repair services firms to provide their service.

Based on our survey there were at least 86 locksmiths in Alameda County in 2000. Based on the sample responses, 86% of these workers were male and 14% female.

Most employers report that the employment level in this occupation remained stable during 2000 and many report that it grew.

Supply and Demand

During the survey period, a 26.5% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Some
Employees Leaving	Many
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Employee Referrals	Some
Newspaper Ads	Almost All
Private Employment Agency	Some
Internet	Many
College/University	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Occupation Size:	N/A
Projected Growth Rate:	N/A
Projected New Jobs & Openings:	N/A

Between 2000 and 2002 almost all employers expect the employment level in this occupation to grow. Some employers expect stable employment levels over the next 2 years.

This occupation tends to grow at the average rate on the state and national levels. The broader forecasts tend to expect more jobs from replacement than from growth.

Where the Jobs Are

Miscellaneous Repair Shops
Building Materials Dealers - Related Services

OTHER INFORMATION

Promotional Opportunities

Almost all employers provide promotional opportunities to Senior or Partnership positions.

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS

DESCRIPTION of OCCUPATION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EMPLOYER REQUIREMENTS

Skills:

Active Listening	Idea Generation
Judgment and Decision Making	Speaking
Critical Thinking	Coordination
Reading Comprehension	Visioning
Social Perceptiveness	Time Management
Implementation Planning	Active Learning
Information Gathering	Idea Evaluation
Computer Software Skills: Word Processing, Spreadsheet, Database Desktop Publishing	

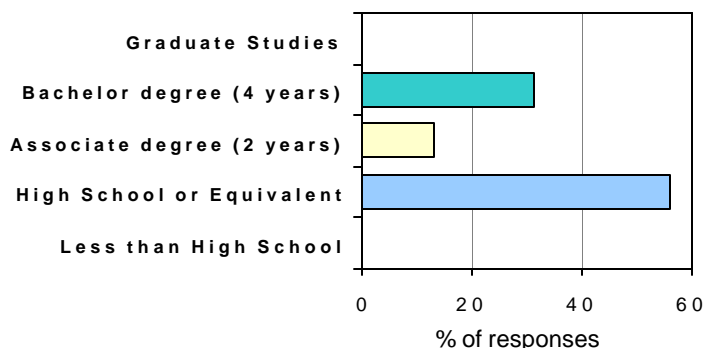
Knowledge of:

Principles and methods involved in showing, promoting, and selling products or services;
Principles and processes involved in business and organizational planning, coordination, and execution;
Media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media;
Group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins.

Abilities:

Oral Comprehension	Originality
Oral Expression	Near Vision
Written Comprehension	Fluency of Ideas
Written Expression	Speech Clarity
Deductive Reasoning	Visualization
Problem Sensitivity	Speech Recognition

Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$21.86	\$21.86	\$21.86
Experienced-3 yrs. with firm	\$26.47	\$26.47	\$26.47

Non-Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$16.78	\$31.16	\$19.18
Experienced-3 yrs. with firm	\$11.51	\$35.96	\$23.97

Benefits

Type	Full-Time
Medical Insurance	All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Almost All
Sick Leave	All
Vacation	All
Retirement Plan	Almost All
Child Care	None
Other	None

Some employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours. A few employers have a swing shift.

Hours: Full-time employees work an average of 40-hours per week.

Experience and Other Training

All employers require prior work experience. Almost all will accept other occupational experience. Many employers will accept training in lieu of experience. A few require Technical/Vocational Training.

OES CODE: 130110

17 FIRMS REPRESENTED / 96 EMPLOYEES

EMPLOYMENT TRENDS

Advertising, marketing, and public relations managers are found in virtually every industry. Industries employing them in significant numbers include wholesale trade, manufacturing firms, advertising, computer and data processing services, and management and public relations.

There were an estimated 3,030 advertising, marketing, and public relations managers in Alameda County in 2000. Based on the sample responses, 45% of these workers were male and 55% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, an 18.8% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Few
Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **very difficult** and report that they don't seek *inexperienced applicants*.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation.

In-House Promotion or Transfer	Many
Employee Referrals	Some
Newspaper Ads	Most
Private Employment Agency	Some
Trade Journal	Some
Internet	Almost All

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	3,180 (Very Large)
Projected Growth Rate:	20.0% (MuchFaster)
Projected New Jobs & Openings:	530

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Some employers expect growth over the next 2 years.

Employment is expected to increase rapidly, but competition is expected to be intense. Travel and long hours including evenings and weekends are common in the occupation.

Where the Jobs Are

Advertising Agencies	Research Organizations
Business Services	Prepackaged Software
Retail & Wholesale Trade	

OTHER INFORMATION

Promotional Opportunities

Many employers provide promotional opportunities to higher level managerial and executive positions.

Alternative Job Titles

Community Relations	Sales Representative
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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OPHTHALMIC LABORATORY AND FRAME TECHNICIANS

DESCRIPTION of OCCUPATION

Ophthalmic Laboratory and Frame Technicians are trained in the surfacing and edging of ophthalmic lenses, also fit and adjust eyeglasses. They also assist in pre-tests and in the selection of frames for fit and good cosmetic appearance. They perform general office duties and must be directly under the supervision of the optometrist.

EMPLOYER REQUIREMENTS

Skills:

Product Inspection
Equipment Selection
Mathematics

Operation and Control
Operation Monitoring

Knowledge of:

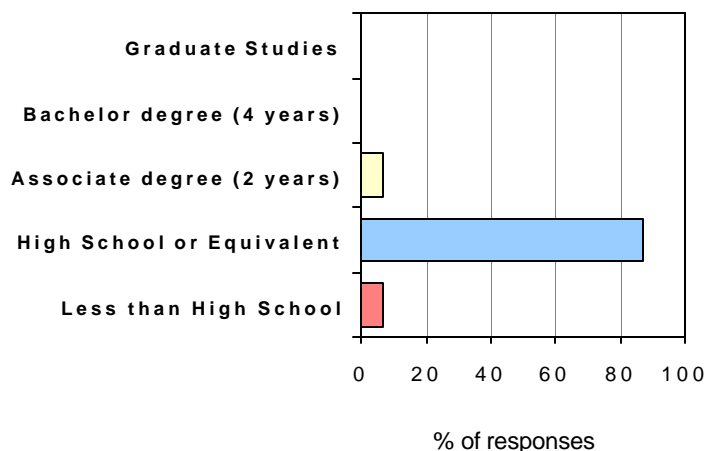
Machines and tools;
Prediction of physical principles, laws, and applications;
Inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of good.

Abilities:

Arm-Hand Steadiness
Finger Dexterity
Written Comprehension
Information Ordering
Problem Sensitivity

Manual Dexterity
Near Vision
Control Precision
Wrist-Finger Speed
Deductive Reasoning

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$ 7.00	\$10.00	\$ 9.00
New Hire-with exp.	\$ 9.00	\$13.00	\$12.00
Experienced-3 yrs. with firm	\$12.00	\$18.50	\$15.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	All	All
Dental Insurance	All	All
Vision Insurance	All	All
Life Insurance	Almost All	All
Sick Leave	All	All
Vacation	All	All
Retirement Plan	Almost All	Almost All
Child Care	None	None
Other	None	None

Most employers provide the entire cost of insurance benefits. Some share cost with employees.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40 hours per week. Part-time workers average 26 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Most employers will accept training in lieu of experience. Some require Technical/Vocational training.

NON-OES CODE: 716280999

16 FIRMS REPRESENTED / 45 EMPLOYEES

EMPLOYMENT TRENDS

Many ophthalmic laboratory and frame technicians work in retail optical stores that manufacture and sell prescription glasses. Some others are employed in optical laboratories. These laboratories manufacture eyewear for sale by retail stores that fabricate prescription glasses, and by ophthalmologists and optometrists.

Based on our survey there were at least 45 ophthalmic laboratory and frame technicians in Alameda County in 2000. Based on the sample responses, 24% of these workers were male and 76% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 15.6% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Few
Employees Leaving	Most
New Positions (Growth)	Some

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **moderately difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Most
Newspaper Ads	Many
School, Program Referral	Many
Walk-in Applicants	Many
Internet	Some
College/University	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	N/A
Projected Growth Rate:	N/A
Projected New Jobs & Openings:	N/A

Between 2000 and 2002 many employers expect the employment level in this occupation to remain stable. Some employers expect growth and a few expect decline over the next 2 years.

Nearly all ophthalmic laboratory technicians learn their skills on the job. The number of job openings will be low because the occupation is small and little growth in employment is expected.

Where the Jobs Are

Optometrists Offices	Optical Goods Stores
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OTHER INFORMATION

Promotional Opportunities

Most employers provide promotional opportunities to senior or management positions.

Alternative Job Titles

Frame technicians	Laboratory Technicians
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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RECREATION WORKERS

DESCRIPTION of OCCUPATION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

EMPLOYER REQUIREMENTS

Skills:

Service Orientation	Social Perceptiveness
Management of Personnel Resources	Speaking
Implementation Planning	Critical Thinking
Time Management	Active Listening
Judgment and Decision Making	Coordination
Computer Software Skills: Word Processing, Spreadsheet	

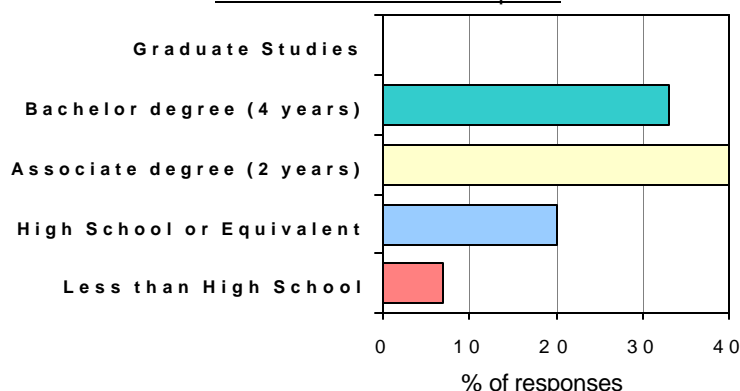
Knowledge:

Principles and processes for providing customer and personal services;
Principles and processes involved in business and organizational planning, coordination, and execution;
Instructional methods and training techniques;
Human behavior and performance;
Public safety and the protection of people, data, and property
Policies and practices involved in personnel/human resource functions.

Abilities:

Oral Expression	Speech Clarity
Oral Comprehension	Fluency of Ideas
Written Comprehension	Written Expression
Speech Recognition	Originality
Information Ordering	Memorization

Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	\$ 8.79	\$ 8.79	\$ 8.79
New Hire-with exp.	\$10.37	\$19.47	\$15.77
Experienced-3 yrs. with firm	\$13.00	\$38.16	\$17.39

Non-Union	Low	High	Median
New Hire-no exp.	\$ 5.75	\$10.76	\$ 7.00
New Hire-with exp.	\$ 7.50	\$19.57	\$12.76
Experienced-3 yrs. with firm	\$ 8.50	\$21.86	\$17.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Most
Dental Insurance	Almost All	Most
Vision Insurance	Almost All	Most
Life Insurance	Most	Many
Sick Leave	Almost All	Most
Vacation	Almost All	Most
Retire. Plan	Almost All	Most
Child Care	Few	None
Other	None	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: All employers report assigning day shift hours. A few employers report assigning swing shift or graveyard shift hours.

Hours: Full-time employees work an average of 39-hours per week. Part-time workers average 25 hours per week. Temporary and seasonal employees work an average of 10 hours per week.

Experience and Other Training

Most employers require prior work experience. A few employers prefer but do not require experience. Many will accept other occupational experience. Many employers will accept training in lieu of experience. Some require technical/vocational training.

EMPLOYMENT TRENDS

Many recreation workers hold summer jobs. Of those with year-round jobs as recreation workers, some work in park and recreation departments of municipal and county governments. Some work in membership organizations, or work for programs run by social service organizations, including senior centers, adult daycare programs, or residential care facilities like halfway houses, group homes, and institutions for delinquent youth. A few others work for nursing and other personal care facilities

There were an estimated 2,780 Recreation workers in Alameda County in 2000. Based on the sample responses, 37% of these workers were male and 63% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 9.0% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Most
Employees Leaving	Few
New Positions (Growth)	Few

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Many
Newspaper Ads	Most
School, Program Referrals	Some
Walk-in Applicants	Some
Trade Journal	Some
Internet	Most

EMPLOYMENT PROJECTIONSOccupational Forecast 1995-2002

Projected Size:	2,820 (Large)
Projected Growth Rate:	5.2% (Slow)
Projected New Jobs & Openings:	140

Between 2000 and 2002 almost all employers expect the employment level in this occupation to remain stable. A few employers expect growth over the next 2 years.

The recreation field has an unusually large number of part-time, seasonal, and volunteer jobs. Educational requirements range from a high school diploma to a graduate degree in parks and recreation or leisure studies for some administrative positions.

Where the Jobs Are

Civic & Social Associations	Local Government
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OTHER INFORMATIONPromotional Opportunities

Almost all employers provide promotional opportunities to supervisory or managerial positions.

Alternative Job Titles

Recreation Leader	Recreation Specialists
Recreation Coordinator	Activity Leader

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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TELLERS

DESCRIPTION of OCCUPATION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

EMPLOYER REQUIREMENTS

Skills:

Mathematics
Social Perceptiveness
Reading Comprehension
Problem Identification
Computer Software Skills: Word Processing, Spreadsheet, Database

Service Orientation
Speaking
Active Listening

Knowledge of:

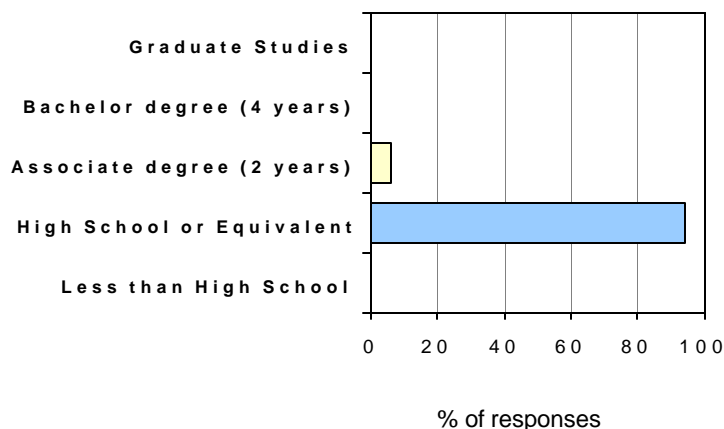
Numbers, their operations, and interrelationships;
Economic and accounting principles and practices;
Principles and processes for providing customer and personal services;
Administrative and clerical procedures and systems;
Computer software, including applications;
Structure and content of the English language.

Abilities:

Number Facility
Oral Comprehension
Information Ordering
Written Comprehension
Speech Recognition

Oral Expression
Speech Clarity
Perceptual Speed
Near Vision
Written Expression

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employees	Low	High	Median
New Hire-no exp.	\$ 6.98	\$10.67	\$10.00
New Hire-with exp.	\$ 7.48	\$14.00	\$10.00
Experienced-3 yrs. with firm	\$ 8.92	\$18.00	\$12.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	All	Almost All
Dental Insurance	Almost All	Almost All
Vision Insurance	Almost All	Almost All
Life Insurance	Almost All	Almost All
Sick Leave	All	Almost All
Vacation	All	Almost All
Retirement Plan	All	Almost All
Child Care	Few	Some
Other	None	None

Almost all employers provide the entire cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 24 hours per week.

Experience and Other Training

Most employers require prior work experience. Almost all will accept other occupational experience. Many employers will accept training in lieu of experience.

OES CODE: 531020

16 FIRMS REPRESENTED / 81 EMPLOYEES

EMPLOYMENT TRENDS

Nationally, many bank tellers work part time. Most work in commercial banks, savings institutions, or credit unions. Some others are employed in a variety of other financial service companies.

There were an estimated 2,590 tellers in Alameda County in 2000. Based on the sample responses, 16% of these workers were male and 84% female.

Most employers report that the employment level in this occupation remained stable during 2000 and some report that it grew.

Supply and Demand

During the survey period, a 43.2% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Temporary	Few
Promotions	Few
Employees Leaving	Most
New Positions (Growth)	Few

Employers report finding *experienced* applicants **very difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Many
Employee Referrals	Most
Newspaper Ads	Almost All
Walk-in Applicants	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	2,500 (Large)
Projected Growth Rate:	-11.0% (Declining)
Projected New Jobs & Openings:	780

Between 2000 and 2002 many employers expect the employment level in this occupation to grow. Many others expect stable employment in this occupation during the next 2 years.

Little or no change in employment is expected as banking technology spreads and consolidation among banks forces changes in the operations, duties and staffing of branch offices. Many job openings will arise from replacement needs in this large occupation because turnover is high.

Where the Jobs Are

National Commercial Banks
State Commercial Banks
Federal & State Credit Unions

OTHER INFORMATION

Promotional Opportunities

All employers provide promotional opportunities to positions of greater responsibility. These head or senior positions often lead to supervisory or management occupations.

Alternative Job Titles

Member Services Representative (Usually in Credit Unions)

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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UPHOLSTERERS

DESCRIPTION of OCCUPATION

Upholsterers make, repair, and replace upholstery for household furniture or transportation vehicles using knowledge of fabrics and methods of upholstery. This report includes workers in both manufacturing and non-manufacturing industries. The report does not include workers who perform a specialized operation, such as cushion making or related occupations such as Sewing Machine Operators, Assemblers, and Hand Cutters and Trimmers.

EMPLOYER REQUIREMENTS

Skills:

Equipment Selection	Monitoring
Product Inspection	Repairing
Problem Identification	

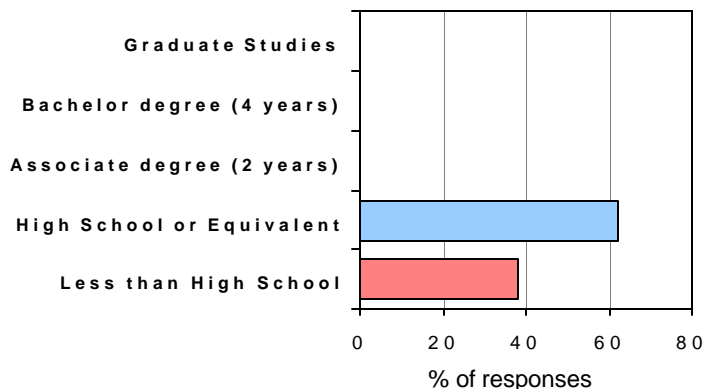
Knowledge:

Materials, methods, and the appropriate tools to construct objects;
Inputs, outputs, raw materials, waste, quality control, and techniques for maximizing the manufacture of goods ;
Design techniques, principles, tools and instruments ;
Numbers, their operations, and interrelationships;
Equipment, tools, machines, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.

Abilities:

Visualization	Manual Dexterity
Finger Dexterity	Near Vision
Static Strength	Extent Flexibility
Information Ordering	Wrist-Finger Speed
Written Comprehension	

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$7.00	\$18.00	\$12.00
Experienced-3 yrs. with firm	\$14.00	\$21.00	\$16.00

Benefits

Type	Full-Time
Medical Insurance	Most
Dental Insurance	Most
Vision Insurance	Most
Life Insurance	Many
Sick Leave	Almost All
Vacation	Almost All
Retirement Plan	Most
Child Care	None
Other	None

Many employers share the cost of insurance benefits.

Shifts: All employers report assigning day shift hours.

Hours: Full-time employees work an average of 40-hours per week.

Experience and Other Training

All employers require prior work experience. A few employers will accept other occupational experience. Many employers will accept training in lieu of experience.

OES CODE: 895080

13 FIRMS REPRESENTED / 35 EMPLOYEES

EMPLOYMENT TRENDS

Size of Occupation

Many upholsterers are self-employed, in fact, triple the average for all craft workers. Companies that manufacture furniture and shops that reupholster and repair furniture employ most upholsters. Others work in shops specializing in reupholstering the seats of automobiles and other vehicles.

There were an estimated 140 upholsterers in Alameda County in 2000. Based on the sample responses, 71% of these workers were male and 29% female.

Almost all employers report that the employment level in this occupation remained stable during 2000 and a few report that it grew.

Supply and Demand

During the survey period, an 11.4% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **very difficult** and report that they do not seek *inexperienced applicants*.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

Employee Referrals	Most
Newspaper Ads	Most
Employment Development Dept.	Many
Walk-in Applicants	Most

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Occupation Size:	140 (Small)
Projected Growth Rate:	Slower than Average (7.7%)
Projected New Jobs & Openings:	20

Between 2000 and 2002 most employers expect the employment level in this occupation to remain stable. Some employers expect growth over the next 2 years.

Job opportunities for experienced upholsterers should be good. The number of upholsterers with experience is limited, because few young people enter the occupation and few shops offer training.

Where the Jobs Are

Auto & Boat Upholstery Shops
Furniture Upholstery Shops
Furniture Stores
Furniture Manufacturers

OTHER INFORMATION

Promotional Opportunities

Almost all employers provide promotional opportunities to supervisory positions.

Alternative Job Titles

Trimmers	Installers
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All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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VETERINARY ASSISTANTS

DESCRIPTION of OCCUPATION

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

EMPLOYER REQUIREMENTS

Skills:

Information Organization	Equipment Selection
Reading Comprehension	Science
Information Gathering	Active Learning
Solution Appraisal	Coordination
Product Inspection	Active Listening

Knowledge:

Knowledge of plant and animal living tissue, cells, organisms, and entities;
Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities.

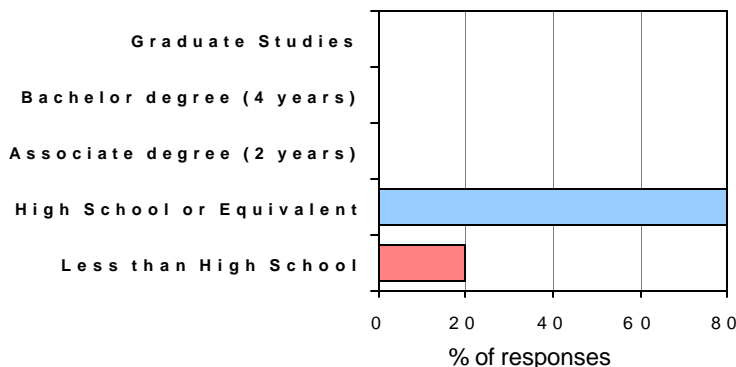
Abilities:

Oral Comprehension	Near Vision
Wrist-Finger Speed	Manual Dexterity
Problem Sensitivity	Finger Dexterity
Arm-Hand Steadiness	

Licenses and Certificates

Certificate may be required.

Minimum Education Required



WAGES AND BENEFITS

Wages

All Employers	Low	High	Median
New Hire-no exp.	\$5.75	\$10.00	\$9.50
New Hire-with exp.	\$7.50	\$12.00	\$11.00
Experienced-3 yrs. with firm	\$9.50	\$18.00	\$14.00

Benefits

Type	Full-Time	Part-Time
Medical Insurance	Almost All	Almost All
Dental Insurance	Almost All	Almost All
Vision Insurance	Most	Almost All
Life Insurance	Most	Most
Sick Leave	Almost All	Almost All
Vacation	Almost All	Almost All
Retirement Plan	Most	Most
Child Care	None	None
Other	None	None

Many employers provide the entire cost of insurance benefits. Some share cost with employees.

Shifts: All employers report assigning day shift hours. Some employers report assigning swing shift hours. Few employers report assigning graveyard shift and on-call hours.

Hours: Full-time employees work an average of 40-hours per week. Part-time workers average 25 hours per week. On-call workers average 8 hours per week

Experience and Other Training

Many employers require prior work experience. Some employers prefer but do not require experience. Many will accept other occupational experience. Almost all employers will accept training in lieu of experience. Some require technical/vocational training.

EMPLOYMENT TRENDS

Many veterinary assistants work in veterinary services. The remainder work primarily in boarding kennels, but also in animal shelters, stables, grooming shops, zoos, and local, State, and Federal agencies.

There were an estimated 160 veterinary assistants in Alameda County in 2000. Based on the sample responses, 10% of these workers were male and 90% female.

Almost all employers report that the employment level in this occupation grew during 2000 and a few report that it remained stable.

Supply and Demand

During the survey period, a 26.5% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Promotions	Few
Employees Leaving	Many
New Positions (Growth)	Many

Employers report finding *experienced* applicants **moderately difficult** and report finding *inexperienced applicants that meet their requirements* **very difficult**.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

In-House Promotion or Transfer	Some
Employee Referrals	Most
Newspaper Ads	Most
School, Program Referrals	Some
Walk-in Applicants	Many
Trade Journal	Some
Internet	Some

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	170 (Small)
Projected Growth Rate:	13.3% (Faster than avg.)
Projected New Jobs & Openings:	20

Between 2000 and 2002 most employers expect the employment level in this occupation to grow. Some employers expect stable levels over the next 2 years.

Most animal caretakers are trained on the job, but advancement depends on experience and /or formal training. Job outlook is generally good however, competition will be keen for animal caretaker jobs in zoos.

Where the Jobs Are

Veterinary services such as veterinarian's offices and veterinary hospitals.

OTHER INFORMATION

Promotional Opportunities

Most employers provide promotional opportunities to positions of greater responsibility including management.

Alternative Job Titles

Veterinary Technicians

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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WELDERS AND CUTTERS

DESCRIPTION of OCCUPATION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

Skills:

Product Inspection	Mathematics
Equipment Maintenance	Repairing
Operation and Control	Operation Monitoring
Problem Identification	Equipment Selection
Installation	

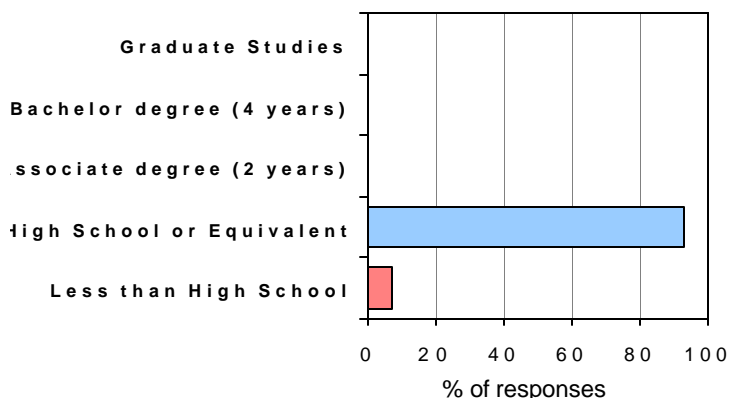
Knowledge of:

Materials, methods, machines and the appropriate tools to construct objects;
Inputs, outputs, raw materials, waste, quality control, and techniques for maximizing the manufacture and distribution of goods.

Abilities:

Arm-Hand Steadiness	Near Vision
Manual Dexterity	Control Precision
Information Ordering	Trunk Strength
Wrist-Finger Speed	Visualization
Multilimb Coordination	Problem Sensitivity

Minimum Education Required



WAGES AND BENEFITS

Wages

Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$13.00	\$34.00	\$19.50
Experienced-3 yrs. with firm	\$18.00	\$36.00	\$22.50

Non-Union	Low	High	Median
New Hire-no exp.	N/A	N/A	N/A
New Hire-with exp.	\$12.00	\$16.00	\$12.00
Experienced-3 yrs. with firm	\$17.00	\$25.00	\$18.00

Benefits

Type	Full-Time
Medical Insurance	Almost All
Dental Insurance	Almost All
Vision Insurance	Most
Life Insurance	Many
Sick Leave	Most
Vacation	Almost All
Retirement Plan	Almost All
Child Care	Few
Other	None

Most employers provide the entire cost of insurance benefits. A few share cost with employees.

Shifts: All employers report assigning day shift hours. A few employers report assigning swing shift hours.

Hours: Full-time employees work an average of 40-hours per week.

Experience and Other Training

All employers require prior work experience. Many will accept other occupational experience. Almost all employers will accept training in lieu of experience. Some require Technical/Vocational Training.

OES CODE: 939140
15 FIRMS REPRESENTED / 134 EMPLOYEES

EMPLOYMENT TRENDS

Most welders and cutters, work mostly in manufacturing and services. The majority of those in manufacturing are employed in the transportation equipment, industrial machinery and equipment, or fabricated metal products industries. Those employed in the service sector work mainly in repair shops and for personnel supply agencies.

There were an estimated 1,400 welders and cutters in Alameda County in 2000. Based on the sample responses, 100% of these workers were male.

Many employers report that the employment level in this occupation remained stable during 2000 and many others report that it grew.

Supply and Demand

During the survey period, a 6.7% turnover rate was reported for this occupation. Job vacancies were created and filled as follows:

Employees Leaving	Some
New Positions (Growth)	Most

Employers report finding *experienced* applicants **very difficult** and report not seeking *inexperienced applicants*.

Recruiting Methods

Responding employers reported successful recruitment using the following methods for this occupation:

Newspaper Ads	Most
Union Hall Referrals	Most
Walk-in Applicants	Most
Employee Referrals	Many

EMPLOYMENT PROJECTIONS

Occupational Forecast 1995-2002

Projected Size:	1,450 (Medium)
Projected Growth Rate:	12.4% (Faster than Average)
Projected New Jobs & Openings:	380

Between 2000 and 2002 most employers expect the employment level in this occupation to grow. Some employers expect stable levels over the next 2 years.

Job prospects should be excellent for welders with the right skills, as many employers report difficulties in finding qualified applicants. In addition, openings will arise as workers retire or leave the occupation for other reasons.

Where the Jobs Are

Metals Manufacturing	Construction Specialties
----------------------	--------------------------

OTHER INFORMATION

Promotional Opportunities

Most employers provide promotional opportunities to positions of greater responsibility often leading to supervisory or management jobs.

Alternative Job Titles

Metal Fabricator

All = 100%	Almost All = 80-99%	Most = 60-79%	Many = 40-59%	Some = 20-39%	Few = 1-19%
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THE CCOIS QUESTIONNAIRE

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																			
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																				
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																						
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study </div>																																																																																																						
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																				
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <div style="text-align: center; margin-top: 10px;"> <i>(Please check one)</i> </div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Base Wage or Salary</u></th> <th style="text-align: left; padding: 5px;"><u>Other Compensation</u></th> <th style="text-align: left; padding: 5px;"><u>Type of Compensation</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Commission</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Tips</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Bonus</td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year </td> <td style="padding: 5px;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year </td> <td style="padding: 5px;"> <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____ </td> </tr> </tbody> </table>		<u>Base Wage or Salary</u>	<u>Other Compensation</u>	<u>Type of Compensation</u>	\$ _____	\$ _____	<input type="checkbox"/> Commission	\$ _____	\$ _____	<input type="checkbox"/> Tips	\$ _____	\$ _____	<input type="checkbox"/> Bonus	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____																																																																																				
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13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																						
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15 a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
b. What skills are important for career advancement?		_____																																																																																																				
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																						
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____ _____																																																																																																						
17. What other new skills are needed to perform the duties of this occupation?			_____																																																																																																			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																						
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> EDD <input type="checkbox"/> School/program referrals <input type="checkbox"/> Private employment agencies </div> <div> <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Trade journals </div> <div> <input type="checkbox"/> Internet <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> Employee referrals <input type="checkbox"/> Other (Please specify): </div> </div>																																																																																																						
Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																				
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			



THE CCOIS USER SURVEY

Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey enclosed with this publication is appreciated. Your response will help us ensure that this publication continues to meet the needs of our customers.

Thank you.

To order additional publication or for more information, contact:

Employment Development Department
Labor Market Information Division
7000 Franklin Boulevard
Suite 1100
Sacramento, CA 95823-1820
916-262-2162
www.calmis.ca.gov



OCCUPATIONS SURVEYED

SINCE 1992 - Sorted by Year and Occupation Name

<u>Year</u>	<u>OCCUPATION</u>
1992	AIRCRAFT ENGINE SPECIALISTS AIRCRAFT MECHANICS BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS CHEMICAL TECHNICIANS AND TECHNOLOGISTS - EXCEPT MEDICAL AND CLINICAL ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS FIREFIGHTERS HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS LEGAL SECRETARIES MACHINISTS MEDICAL AND CLINICAL LABORATORY ASSISTANTS NURSE AIDES PARALEGAL PERSONNEL PLUMBERS, PIPEFITTERS, AND STEAMFITTERS RECEPTIONISTS AND INFORMATION CLERKS SHEET METAL WORKERS SURGICAL TECHNICIANS
1993	BILL AND ACCOUNT COLLECTORS BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS CARPENTERS CASHIERS COMPUTER OPERATORS COMPUTER PROGRAMMERS, INCLUDING AIDES DATA PROCESSING EQUIPMENT REPAIRERS FOOD PREPARATION WORKERS FOOD SERVICE MANAGERS GUARDS AND WATCHGUARDS HOME HEALTH CARE WORKERS INSTRUCTIONAL AIDES LICENSED VOCATIONAL NURSES LOGGING MANAGERS MEDICAL ASSISTANTS NUMERICAL-CONTROL MACHINE-TOOL OPERATORS AND TENDERS-METAL AND PLASTIC PHYSICAL THERAPY AIDES PHYSICAL THERAPY ASSISTANTS RADIOLOGIC TECHNOLOGISTS, DIAGNOSTIC SECRETARIES, GENERAL STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD TRAFFIC, SHIPPING, AND RECEIVING CLERKS TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS



OCCUPATIONS SURVEYED

1994	AUTOMOTIVE BODY AND RELATED REPAIRERS AUTOMOTIVE MECHANICS BAKERS - BREAD AND PASTRY DENTAL ASSISTANTS DRAFTERS ELECTRICIANS ELECTRONIC HOME ENTERTAINMENT EQUIPMENT REPAIRERS EMERGENCY MEDICAL TECHNICIANS - I EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS HUMAN SERVICE WORKERS LOAN AND CREDIT CLERKS MAINTENANCE REPAIRERS - GENERAL UTILITY MEDICAL SECRETARIES OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS PERSONNEL CLERKS - EXCEPT PAYROLL AND TIMEKEEPING PHYSICAL THERAPISTS REGISTERED NURSES TELLERS
1995	ACCOUNTANTS AND AUDITORS ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT - PRECISION BIOLOGICAL SCIENTISTS COMMUNICATIONS, TRANSPORTATION, AND UTILITIES OPERATIONS MANAGERS COMPUTER ENGINEERS CONCRETE AND TERRAZO FINISHERS DATA ENTRY KEYERS - EXCEPT COMPOSING GENERAL OFFICE CLERKS INDUSTRIAL ENGINEERS - EXCEPT SAFETY JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS MACHINISTS MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS NURSE AIDES PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE RECREATION WORKERS SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC TEACHERS - SECONDARY SCHOOL TYPISTS, INCLUDING WORD PROCESSING VOCATIONAL AND EDUCATIONAL COUNSELORS



OCCUPATIONS SURVEYED

1996	ADMINISTRATIVE SERVICES MANAGERS COUNTER AND RELATED CLERKS CREDIT CHECKERS EMPLOYMENT INTERVIEWERS - PRIVATE OR PUBLIC EMPLOYMENT SERVICES FINANCIAL MANAGERS FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - PRODUCTION AND OPERATING WORKERS FLORAL DESIGNERS GARDENERS, GROUNDSKEEPERS, EXCEPT FARM GUARDS AND WATCHGUARDS HAZARDOUS-WASTE MANAGEMENT SPECIALISTS MOBILE HEAVY EQUIPMENT MECHANICS MOTORCYCLE REPAIRERS ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE PEST CONTROLLERS AND ASSISTANTS PHARMACY ASSISTANTS PHOTOGRAPHERS PLASTIC MOULDING AND CASTING MACHINE OPERATORS AND TENDERS SURGICAL TECHNICIANS TAXI DRIVERS AND CHAUFFEURS TRAVEL AGENTS VETERINARY TECHNICIANS AND TECHNOLOGISTS
1997	AUTOMOTIVE MECHANICS CARPENTERS CONSTRUCTION MANAGERS ELECTRICIANS FILM EDITORS FOOD SERVICE MANAGERS HELPERS-CARPENTERS AND RELATED HOME HEALTH CARE WORKERS HOTEL DESK CLERKS HUMAN SERVICE WORKERS LOAN OFFICERS AND COUNSELORS LOCAL AREA NETWORK MANAGERS MAIDS AND HOUSEKEEPING CLEANERS MANAGEMENT ANALYSTS OCCUPATIONAL THERAPISTS OPTICIANS-DISPENSING AND MEASURING PARALEGAL PERSONNEL PAYROLL AND TIMEKEEPING CLERKS PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS SOCIAL WORKERS-MEDICAL AND PSYCHIATRIC SYSTEMS ANALYSTS-ELECTRONIC DATA PROCESSING UNDERWRITERS WAITERS AND WAITRESSES



OCCUPATIONS SURVEYED

1998

BAKERS – BREAD AND PASTRY
CHILD CARE WORKERS
COMPUTER PROGRAMMERS, INCLUDING AIDES
COOKS – RESTAURANT
DATA PROCESSING EQUIPMENT REPAIRERS
GENERAL MANAGERS AND TOP EXECUTIVES
HAZARDOUS MATERIAL REMOVAL WORKERS
HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS
AND INSTALLERS
INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)
MAINTENANCE REPAIRERS – GENERAL UTILITY
NETWORK CONTROL TECHNICIANS
PHARMACY TECHNICIANS
PHYSICAL THERAPY AIDES
RECEPTIONISTS AND INFORMATION CLERKS
REGISTERED NURSES
SALESPERSONS – RETAIL (EXCEPT VEHICLE SALES)
SECRETARIES, MEDICAL
STOCK CLERKS – SALES FLOOR
TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER

1999

BILLING, COST AND RATE CLERKS
ADMINISTRATIVE ASSISTANTS
BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS
(INCLUDING BOOKKEEPERS)
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
COMPUTER ENGINEERS
COMPUTER SUPPORT SPECIALISTS
COUNTER AND RENTAL CLERKS
DENTAL ASSISTANTS
DENTAL HYGIENIST
GENERAL OFFICE CLERKS
HAIRDRESSERS, HAIR STYLIST AND COSMETOLOGISTS
LABORERS, LANDSCAPING AND GROUNDS KEEPING
LEGAL SECRETARIES
LICENSED VOCATIONAL NURSES
MACHINISTS
MEDICAL ASSISTANTS
RESERVATION AND TRANSPORTATION TICKET AGENTS
STOCK CLERKS, STOCKROOM WAREHOUSE AND STORAGE YARD
TEACHERS – ELEMENTARY SCHOOL
TEACHERS AND INSTRUCTORS – VOCATIONAL EDUCATION AND TRAINING
TRAFFIC, SHIPPING AND RECEIVING CLERKS

TRAINING AND EDUCATION

This section provides a sample of the training programs, community colleges and universities available in Alameda County for the 24 occupations highlighted in this report. While we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the education and training providers directly to update information.

Accountants and Auditors

Berkeley Adult School
California State University, Hayward
Computer Training Institute
H & R Block Tax Training School
Heald College, Schools Of Business and Technology
Jackson Hewitt Tax School
Laney College
The Tax School and Guaranteed Products Supply
University Of California Extension, Berkeley
University Of Phoenix - Northern

Announcers, Radio and Television

California State University, Hayward
Chabot College

Butchers and Meat Cutters

Sunset Adult School

Claims Examiners, Property and Casualty Insurance

A. D. Banker & Company

Construction and Building Inspectors

Chabot College
Construction Craft Training Center
Laney College
Quality Control Institute

Data Entry Keyers, Except Composing

Alameda Computer Center
Summit College

Drafters

Alameda Computer Center
Chabot College
Eden Area Regional Occupational Program
Las Positas College
Mission Valley Roc/P
Silicon Valley College - Fremont Campus
Tri-Valley Regional Occupational Program

Financial Managers

Albany Adult Education
California State University, Hayward

Home Health Aides

Eden Area Regional Occupational Program
Merritt College
Mission Valley Roc/P
Nightingale Nursing
Oakland Unified School District Adult Education Department

Housekeeping Supervisors

Livermore Adult School
Vallecitos Cet Inc.

Janitors and Cleaners, Except Maids and

Housekeeping Cleaners

Asians For Job Opportunities In The Bay Area
Livermore Adult School
Oakland Unified School District Adult Education Department

Vallecitos Cet Inc.

Librarians, Professional

University Of California, Berkeley

Locksmiths and Safe Repairers

Golden Gate School Of Lock Technology

Marketing, Advertising, and Public

Relations Managers

Asians For Job Opportunities In The Bay Area
California State University, Hayward
Chabot College
Heald College, Schools Of Business and Technology
Holy Names College
Laney College
Las Positas College
Mission Valley Roc/P
Northwestern Polytechnic University
University Of California Extension, Berkeley
University Of Phoenix - Northern
Vista Community College

Recreation Workers

California State University, Hayward
Eden Area Regional Occupational Program
Hayward Adult Education
Mission Valley Roc/P
Movement Studies Institute
National Holistic Institute and Teaching Clinic
Oakland-Alameda Regional Occupational Program (Rop)
Tri-Valley Regional Occupational Program
University Of California Extension, Berkeley

Tellers

Laney College
Mission Valley Roc/P
Oakland Unified School District Adult Education Department

Upholsterers

College Of Alameda

Veterinary assistants

Mission Valley Roc/P
Western Career College

Welders and Cutters

Bay Area Apprentice Coordinators Association
Chabot College
Eden Area Regional Occupational Program
Laney College
Las Positas College
Mission Valley Roc/P

TRAINING AND EDUCATION PROVIDERS

Provider: A. D. BANKER & COMPANY
Physical Address: EXECUTIVE INN_2077
 HAYWARD CA, 94541

School Type: Other Education
Phone: (800) 866-2468
Fax: (913) 451-3766
Internet/URL: [not applicable](#)
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: CLAIMS EXAMINERS, PROPERTY AND CASUALTY INSURANCE

Training Program(s): Insurance and Risk Management

Provider: ALAMEDA COMPUTER CENTER
Physical Address: 2415 MARINER SQUAR
 ALAMEDA CA, 94501

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 865-9985
Fax: (510) 865-0148
Internet/URL: [not applicable](#)
Email: acc2415@msn.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: DATA ENTRY KEYERS, EXCEPT COMPOSING

Training Program(s): Information Processing/Data Entry Technician

Occupational Title: DRAFTERS

Training Program(s): Drafting, Other

Provider: ALBANY ADULT EDUCATION
Physical Address: 601 SAN GABRIEL
 ALBANY CA, 94706

School Type: Public Adult Schools with occupational programs
Phone: (510) 559-6580
Fax: (510) 559-6583
Internet/URL: [not applicable](#)
Email: hazels@isp.net

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: FINANCIAL MANAGERS

Training Program(s): Investments and Securities

Provider: ASIANS FOR JOB OPPORTUNITIES IN THE BAY AREA
Physical Address: 1911 ADDISON STREE
 BERKELEY CA, 94704-1101

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: (510) 548-6700
Fax: (510) 548-9300
Internet/URL: <http://www.ajob.org>
Email: ajob@ajob.org

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

Occupational Title: JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Training Program(s): Custodian/Caretaker

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General

Provider: BAY AREA APPRENTICE COORDINATORS
Physical Address: 1301 CLAY STREET,
OAKLAND CA, 94612

School Type: Apprenticeship Programs
Phone: (510) 637-2951
Fax: (510) 637-2953
Internet/URL: [not applicable](#)
Email: not available

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
English as a Second Language:	No		

Occupational Title: WELDERS AND CUTTERS

Training Program(s): Welder/Welding Technologist

Provider: BERKELEY ADULT SCHOOL
Physical Address: 1222 UNIVERSITY AV
BERKELEY CA, 94702-1798

School Type: Public Adult Schools with occupational programs
Phone: (510) 644-6130
Fax: (510) 644-6784
Internet/URL: <http://bas.berkeley.net>
Email: das@bas.berkeley.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
English as a Second Language:	Yes		

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Provider: CALIFORNIA STATE UNIVERSITY, HAYWARD
Physical Address: 25800 CARLOS BEE B
HAYWARD CA, 945423000

School Type: Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools
Phone: (510) 885-3000
Fax: (510) 885-4777
Internet/URL: <http://www.csuhayward.edu>
Email: adminfo@csuhayward.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
English as a Second Language:	Yes		

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Taxation

Occupational Title: ANNOUNCERS, RADIO AND TELEVISION

Training Program(s): Radio and Television Broadcasting

Occupational Title: FINANCIAL MANAGERS

Training Program(s): Finance, General

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Advertising

Public Relations and Organizational Communications

Business Marketing and Marketing Management

Business Administration and Management, General

Occupational Title: RECREATION WORKERS

Training Program(s): Parks, Recreation and Leisure Facilities Management

Provider: CHABOT COLLEGE
Physical Address: 25555 HESPERIAN BO
HAYWARD CA, 945405001

School Type: Community Colleges
Phone: (510) 723-6600
Fax: (510) 782-9385
Internet/URL: <http://www.chabot.cc.ca.us>
Email: jyoung@chabot.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
English as a Second Language:	Yes		

Occupational Title: ANNOUNCERS, RADIO AND TELEVISION

Training Program(s): Radio and Television Broadcasting

Occupational Title: CONSTRUCTION AND BUILDING INSPECTORS

Training Program(s): Construction/Building Inspector

Occupational Title: DRAFTERS

Training Program(s): Mechanical Drafting

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General

Occupational Title: WELDERS AND CUTTERS

Training Program(s): Welder/Welding Technologist

Provider: COLLEGE OF ALAMEDA
Physical Address: 555 ATLANTIC AVE
ALAMEDA CA, 94501

School Type: Community Colleges
Phone: 5105227221
Fax: 5107696019
Internet/URL: <http://www.peralta.cc.ca.us/#>
Email: mailto:

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	No	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	Yes		
English as a Second Language:	No		

Occupational Title: UPHOLSTERERS

Training Program(s): Upholsterer

Provider: COMPUTER TRAINING INSTITUTE
Physical Address: 3850 DECOTO ROAD
FREMONT CA, 94555

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 742-9600
Fax: (510) 742-9650
Internet/URL: [not applicable](#)
Email: ctifremont@aol.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
English as a Second Language:	No		

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Provider: CONSTRUCTION CRAFT TRAINING CENTER
Physical Address: 26232 INDUSTRIAL B
HAYWARD CA, 94545

School Type: Apprenticeship Programs
Phone: (510) 785-2282
Fax: (510) 785-9136
Internet/URL: <http://www.cctc.edu>
Email: tracey@cctc.edu#http://tracey@cctc.edu#

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry/Open Exit:	No		
Distance Learning:	No		
English as a Second Language:	No		

Occupational Title: CONSTRUCTION AND BUILDING INSPECTORS

Training Program(s): Construction/Building Inspector

Provider: EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 26316 HESPERIAN BO
HAYWARD CA, 94545-2458
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 293-2900
Fax: (510) 293-8325
Internet/URL: <http://www.edenrop.org>
Email: lipskil@acoe.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: DRAFTERS

Training Program(s): Drafting, Other

Occupational Title: HOME HEALTH AIDES

Training Program(s): Home Health Aide

Occupational Title: RECREATION WORKERS

Training Program(s): Child Care and Guidance Workers and Managers, General

Occupational Title: WELDERS AND CUTTERS

Training Program(s): Welder/Welding Technologist

Provider: GOLDEN GATE SCHOOL OF LOCK TECHNOLOGY
Physical Address: 3722 SAN PABLO AVE
OAKLAND CA, 94608
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 654-2677
Fax: (510) 654-9429
Internet/URL: <http://www.ggsolt.com>
Email: ncross569@yahoo.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: LOCKSMITHS AND SAFE REPAIRERS

Training Program(s): Locksmith and Safe Repairer

Provider: H & R BLOCK TAX TRAINING SCHOOL
Physical Address: 3032 CASTRO VALLEY
CASTRO VALLEY CA, 94546
School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 895-2645
Fax: (510) 895-5146
Internet/URL: <http://www.hrblock.com>
Email: smccormack@hrblock.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Taxation

Provider: HAYWARD ADULT EDUCATION
Physical Address: 22100 PRINCETON ST
HAYWARD CA, 94541
School Type: Public Adult Schools with occupational programs
Phone: (510) 293-8595
Fax: (510) 727-1139
Internet/URL: <http://www.haywardadult.k12.ca.us>
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: RECREATION WORKERS

Training Program(s): Child Care and Guidance Workers and Managers, General

Provider: HEALD COLLEGE, SCHOOLS OF BUSINESS AND
Physical Address: 24301 SOUTHLAND DR
HAYWARD CA, 94545

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 783-2100
Fax: (510) 783-3287
Internet/URL: <http://www.heald.edu>
Email: scott_lantsberger@heald.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General

Provider: HOLY NAMES COLLEGE
Physical Address: 3500 MOUNTAIN BOUL
OAKLAND CA, 94619

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: (510) 436-1134
Fax: (510) 436-1199
Internet/URL: <http://www.hnc.edu>
Email: admissions@admin.hnc.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General

Provider: JACKSON HEWITT TAX SCHOOL
Physical Address: 14818 E 14TH ST
SAN LEANDRO CA, 94578_

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 895-1188
Fax: (510) 895-5221
Internet/URL: <http://www.jacksonhewitt.com>
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Taxation

Provider: LANEY COLLEGE
Physical Address: 900 FALLON STREET
OAKLAND CA, 94607-4893

School Type: Community Colleges
Phone: 5104667365
Fax: 5104667394
Internet/URL: <http://www.peralta.cc.ca.us>
Email: hperdue@peralta.cc.ca.us#http://hperdue@peralta.cc.ca.us#

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: No
Diploma: Yes

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Occupational Title: CONSTRUCTION AND BUILDING INSPECTORS

Training Program(s): Construction/Building Inspector

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General
Business Services Marketing Operations

Occupational Title: TELLERS

Training Program(s): Banking and Financial Support Services

Occupational Title: WELDERS AND CUTTERS

Training Program(s): Welder/Welding Technologist

Provider: LAS POSITAS COLLEGE
Physical Address: 3033 COLLIER CANYO
LIVERMORE CA, 945507650

School Type: Community Colleges
Phone: (925) 373-5805
Fax: (925) 606-6437
Internet/URL: <http://www.laspositas.cc.ca.us>
Email: khalliday@clpccd.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
English as a Second Language:	Yes		

Occupational Title: DRAFTERS

Training Program(s):
Drafting, General

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General
Fashion Merchandising

Provider: LIVERMORE ADULT SCHOOL
Physical Address: 543 SONOMA AVENUE
LIVERMORE CA, 94550

School Type: Public Adult Schools with occupational programs
Phone: (925) 606-4722
Fax: (925) 606-3389
Internet/URL: <http://www.lvjUSD.k12.ca.us>
Email: nancy-steele@snmail.lvjUSD.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
English as a Second Language:	Yes		

Occupational Title: HOUSEKEEPING SUPERVISORS

Training Program(s): Custodial, Housekeeping and Home Services Workers and Manage

Occupational Title: JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Training Program(s): Custodial, Housekeeping and Home Services Workers and Manage

Provider: MERRITT COLLEGE
Physical Address: 12500 CAMPUS DRIVE
OAKLAND CA, 94619-3166

School Type: Community Colleges
Phone: (510) 531-4911
Fax: (510) 436-2512
Internet/URL: <http://www.merritt.edu>
Email: dferro@merritt.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
English as a Second Language:	Yes		

Occupational Title: HOME HEALTH AIDES

Training Program(s): Home Health Aide

Provider: MISSION VALLEY ROC/P
Physical Address: 40230 LAIOLO ROAD
FREMONT CA, 94538

School Type: Public Adult Schools with occupational programs
Phone: (510) 657-1865
Fax: (510) 656-1503
Internet/URL: <http://www.mvrop.org>
Email: sflanagan@mail.fremont.k12.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
English as a Second Language:	No		

Occupational Title: DRAFTERS

Training Program(s): Mechanical Drafting
Drafting, Other

Occupational Title: HOME HEALTH AIDES

Training Program(s): Home Health Aide

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Fashion Merchandising

Occupational Title: RECREATION WORKERS
Training Program(s): Child Care and Guidance Workers and Managers, General
Parks, Recreation and Leisure Facilities Management
Occupational Title: TELLERS
Training Program(s): Financial Services Marketing Operations
Occupational Title: VETERINARY ASSISTANTS
Training Program(s): Veterinarian Assistant/Animal Health Technician
Occupational Title: WELDERS AND CUTTERS
Training Program(s): Welder/Welding Technologist

Provider: MOVEMENT STUDIES INSTITUTE
Physical Address: 1832 SECOND STREET
BERKELEY CA, 94710
School Type: Other Education
Phone: (800) 342-3424
Fax: (510) 548-4349
Internet/URL: <http://www.movementstudies.com>
Email: info@movemenstudies

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: RECREATION WORKERS
Training Program(s): Health and Physical Education, General

Provider: NATIONAL HOLISTIC INSTITUTE AND TEACHING
Physical Address: 5900 HOLLIS STREET
EMERYVILLE CA, 946082008
School Type: Other Education
Phone: (510) 547-6442
Fax: (510) 547-6621
Internet/URL: <http://www.nhimassage.com>
Email: nhi@nhimassage.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: RECREATION WORKERS
Training Program(s): Health and Physical Education, General

Provider: NIGHTINGALE NURSING
Physical Address: 101 CALLAN AVENUE,
SAN LEANDRO CA, 94577
School Type: Secondary Schools with Occupational Programs (ROP and
vocational/occupational education)
Phone: (510) 357-4222
Fax: (510) 357-5646
Internet/URL: <http://www.nightingalenursing.com>
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: HOME HEALTH AIDES
Training Program(s): Home Health Aide

Provider: NORTHWESTERN POLYTECHNIC UNIVERSITY
Physical Address: 117 FOURIER AVENUE
FREMONT CA, 94539
School Type: Private 4- or more year Colleges and Universities, including Graduate
and Professional Schools
Phone: (510) 657-5911
Fax: (510) 657-8975
Internet/URL: <http://www.npu.edu>
Email: npuadm@npu.pdu

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS
Training Program(s): Business Administration and Management, General

Provider: OAKLAND UNIFIED SCHOOL DISTRICT ADULT
Physical Address: 1098 SECOND AVENUE
OAKLAND CA, 94606

School Type: Public Adult Schools with occupational programs
Phone: (510) 879-8146
Fax: (510) 879-1840
Internet/URL: <http://www.ousd.k12.ca.us/ousdaded/navigateframe.htm>
Email: lita@ousd.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: HOME HEALTH AIDES

Training Program(s): Home Health Aide

Occupational Title: JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Training Program(s): Custodian/Caretaker

Occupational Title: TELLERS

Training Program(s): Financial Services Marketing Operations

Provider: OAKLAND-ALAMEDA REGIONAL OCCUPATIONAL
Physical Address: 1025 SECOND AVENUE
OAKLAND CA, 94606

School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (510) 879-8474
Fax: (510) 879-1845
Internet/URL: <http://www.ousd.k12.ca.us>
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: RECREATION WORKERS

Training Program(s): Child Care and Guidance Workers and Managers, General

Provider: QUALITY CONTROL INSTITUTE
Physical Address: 5960 STONERIDGE DR
PLEASANTON CA, 94588

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 657-0107
Fax: (510) 657-0635
Internet/URL: <http://www.qci-inc.com>
Email: gina@qci-inc.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: CONSTRUCTION AND BUILDING INSPECTORS

Training Program(s): Construction/Building Inspector

Provider: SILICON VALLEY COLLEGE - FREMONT CAMPUS
Physical Address: 41350 CHRISTY STRE
FREMONT CA, 94538

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 623-9966
Fax: (510) 623-9822
Internet/URL: <http://www.svcollege.com>
Email: not applicable

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: Yes

Occupational Title: DRAFTERS

Training Program(s): Mechanical Drafting
Architectural Drafting

Provider: SUMMIT COLLEGE
Physical Address: 2111 FRANKLIN STRE
OAKLAND CA, 94612-3003

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 452-2063
Fax: (510) 452-9430
Internet/URL: <http://www.summitcollege.org>
Email: info@summitcollege.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: DATA ENTRY KEYERS, EXCEPT COMPOSING
Training Program(s): Information Processing/Data Entry Technician

Provider: SUNSET ADULT SCHOOL
Physical Address: 22100 PRINCETON ST
HAYWARD CA, 94541

School Type: Public Adult Schools with Occupational Programs
Phone: 5106368555
Fax:
Internet/URL:
Email: mailto:

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

Occupational Title: BUTCHERS AND MEAT CUTTERS
Training Program(s): Meatcutter

Provider: THE TAX SCHOOL AND GUARANTEED PRODUCTS
Physical Address: 37444 SYCAMORE STR
NEWARK CA, 94560

School Type: Other Education
Phone: (510) 796-1411
Fax: (800) 426-2345
Internet/URL: <http://www.taxsch12040.aol.com>
Email: not applicable

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: ACCOUNTANTS AND AUDITORS
Training Program(s): Taxation

Provider: TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 2600 KITTY HAWK RO
LIVERMORE CA, 94550

School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (925) 455-4800
Fax: (925) 449-9126
Internet/URL: [not applicable](#)
Email: tvroptri@postoffice.pacbell.net

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
English as a Second Language: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: DRAFTERS
Training Program(s): Drafting, Other

Occupational Title: RECREATION WORKERS
Training Program(s): Child Care and Guidance Workers and Managers, General

Provider: UNIVERSITY OF CALIFORNIA EXTENSION
Physical Address: 1995 UNIVERSITY AV
BERKELEY CA, 947207007

School Type: Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools
Phone: (510) 643-9905
Fax: (510) 643-2333
Internet/URL: <http://www.unex.berkeley.edu:4243>
Email: cmh@unix.berkeley.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: No
Counseling: No
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General
Marketing Management and Research, Other

Occupational Title: RECREATION WORKERS

Training Program(s): Health and Physical Education/Fitness, Other

Provider: UNIVERSITY OF CALIFORNIA, BERKELEY
Physical Address: 200 CALIFORNIA HAL
BERKELEY CA, 94720
School Type: Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools
Phone: (510) 642-6727
Fax: (510) 642-8153
Internet/URL: <http://www.berkeley.edu>
Email: ouars@uclink.berkeley.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: No
Distance Learning: Yes
D English as a Second Language: Yes
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

Occupational Title: LIBRARIANS, PROFESSIONAL

Training Program(s): Library Science/Librarianship
Library Science, Other

Provider: UNIVERSITY OF PHOENIX - NORTHERN
Physical Address: 7901 STONERIDGE DR
PLEASANTON CA, 94588
School Type: Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools
Phone: (925) 847-7640
Fax: (925) 734-6353
Internet/URL: <http://www.uophx.edu>
Email: heather.cornell@apollogrp.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: Yes
English as a Second Language: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: Yes

Occupational Title: ACCOUNTANTS AND AUDITORS

Training Program(s): Accounting

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): Business Administration and Management, General

Provider: VALLECITOS CET INC.
Physical Address: 597 C STREET
HAYWARD CA, 94541

School Type: Other Education
Phone: (510) 537-8400
Fax: (510) 537-0593
Internet/URL: [not applicable](#)
Email: vcet@pacbell.net

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
English as a Second Language: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Occupational Title: HOUSEKEEPING SUPERVISORS

Training Program(s): Custodial, Housekeeping and Home Services Workers and Manage

Occupational Title: JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Training Program(s): Custodial, Housekeeping and Home Services Workers and Manage

Provider: VISTA COMMUNITY COLLEGE
Physical Address: 2020 MILVIA STREET
BERKELEY CA, 94704-1183

School Type: Community Colleges
Phone: (510) 981-2800
Fax: (510) 841-7333
Internet/URL: <http://www.peralta.cc.ca.us>
Email: sfogarino@peralta.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	No		
English as a Second Language:	Yes		

Occupational Title: MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

Training Program(s): International Business Marketing
Business Administration and Management, General

Provider: WESTERN CAREER COLLEGE
Physical Address: 170 BAYFAIR MALL
SAN LEANDRO CA, 94578-3711

School Type: Proprietary (Private) Business and Technical Schools
Phone: (510) 276-3888
Fax: (510) 276-3653
Internet/URL: <http://www.westerncollege.com>
Email: cosborne@westerncollege.com#http://cosborne@westerncollege.com#

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
English as a Second Language:	No		

Occupational Title: VETERINARY ASSISTANTS

Training Program(s): Veterinarian Assistant/Animal Health Technician

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS	DEFINITIONS
Active Learning	<ul style="list-style-type: none"> Working with new material or information to grasp its implications
Active Listening	<ul style="list-style-type: none"> Listening to what other people are saying and asking questions as appropriate
Coordination	<ul style="list-style-type: none"> Adjusting actions in relation to others' actions
Critical Thinking	<ul style="list-style-type: none"> Using logic and analysis to identify the strengths and weaknesses of different approaches
Equipment Maintenance	<ul style="list-style-type: none"> Performing routine maintenance and determining when and what kind of maintenance is needed
Equipment Selection	<ul style="list-style-type: none"> Determining the kind of tools and equipment needed to do a job
Idea Evaluation	<ul style="list-style-type: none"> Evaluating the likely success of an idea in relation to the demands of the situation
Idea Generation	<ul style="list-style-type: none"> Generating a number of different approaches to problems
Identification of Key Causes	<ul style="list-style-type: none"> Identifying the things that must be changed to achieve a goal
Identifying Downstream Consequences	<ul style="list-style-type: none"> Determining the long-term outcomes of a change in operations
Implementation Planning	<ul style="list-style-type: none"> Developing approaches for implementing an idea
Information Gathering	<ul style="list-style-type: none"> Knowing how to find information and identifying essential information
Information Organization	<ul style="list-style-type: none"> Finding ways to structure or classify multiple pieces of information
Installation	<ul style="list-style-type: none"> Installing equipment, machines, wiring, or programs to meet specifications
Instructing	<ul style="list-style-type: none"> Teaching others how to do something
Judgment and Decision Making	<ul style="list-style-type: none"> Weighing the relative costs and benefits of a potential action
Management of Financial Resources	<ul style="list-style-type: none"> Determining how money will be spent to get the work done, and accounting for these expenditures
Management of Material Resources	<ul style="list-style-type: none"> Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
Management of Personnel Resources	<ul style="list-style-type: none"> Motivating, developing, and directing people as they work, identifying the best people for the job
Mathematics	<ul style="list-style-type: none"> Using mathematics to solve problems
Monitoring	<ul style="list-style-type: none"> Assessing how well one is doing when learning or doing something
Operation and Control	<ul style="list-style-type: none"> Controlling operations of equipment or systems
Operation Monitoring	<ul style="list-style-type: none"> Watching gauges, dials, or other indicators to make sure a machine is working properly
Operations Analysis	<ul style="list-style-type: none"> Analyzing needs and product requirements to create a design
Problem Identification	<ul style="list-style-type: none"> Identifying the nature of problems
Product Inspection	<ul style="list-style-type: none"> Inspecting and evaluating the quality of products
Programming	<ul style="list-style-type: none"> Writing computer programs for various purposes
Reading Comprehension	<ul style="list-style-type: none"> Understanding written sentences and paragraphs in work related documents
Repairing	<ul style="list-style-type: none"> Repairing machines or systems using the needed tools
Service Orientation	<ul style="list-style-type: none"> Actively looking for ways to help people
Social Perceptiveness	<ul style="list-style-type: none"> Being aware of others' reactions and understanding why they react the way they do
Solution Appraisal	<ul style="list-style-type: none"> Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts
Speaking	<ul style="list-style-type: none"> Talking to others to effectively convey information
Synthesis/Reorganization	<ul style="list-style-type: none"> Reorganizing information to get a better approach to problems or tasks
Systems Evaluation	<ul style="list-style-type: none"> Looking at many indicators of system performance, taking into account their accuracy



SKILLS

Technology Design
Testing

Time Management
Troubleshooting

Visioning

Writing

DEFINITIONS

- Generating or adapting equipment and technology to serve user needs
- Conducting tests to determine whether equipment, software, or procedures are operating as expected
- Managing one's own time and the time of others
- Determining what is causing an operating error and deciding what to do about it
- Developing an image of how a system should work under ideal conditions
- Communicating effectively with others in writing as indicated by the needs of the audience

KNOWLEDGE

Administration and
Management

Biology

Building and Construction

Chemistry

Clerical

Communications and Media

Computers and Electronics

Customer and Personal
Service

Design

Economics and
Accounting

Education and Training

Engineering and
Technology

DEFINITIONS

- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods
- Knowledge of plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment
- Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings
- Knowledge of the composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods
- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology
- Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media
- Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming
- Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques
- Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models
- Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data
- Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications

KNOWLEDGE

English Language

Geography

Law, Government and
Jurisprudence

Mathematics

Mechanical

Medicine and Dentistry

Personnel and Human
Resources

Physics

Production and Processing

Psychology

Public Safety and Security

Sales and Marketing

Sociology and Anthropology

Telecommunications

Therapy and Counseling

DEFINITIONS

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of various methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications
- Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance
- Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
- Knowledge of policies and practices involved in personnel/human resource functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiation strategies; and personnel information systems
- Knowledge and prediction of physical principles, laws, and applications including air, water, material dynamics, light, atomic principles, heat, electric theory, earth formations, and meteorological and related natural phenomena
- Knowledge of inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods
- Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders
- Knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property
- Knowledge of principles and methods involved in showing, promoting, and selling products or services. This includes marketing strategies and tactics, product demonstration and sales techniques, and sales control systems
- Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
- Knowledge of information and techniques needed to rehabilitate physical and mental ailments and to provide career guidance including alternative treatments, rehabilitation equipment and its proper use, and methods to evaluate treatment effects



ABILITIES	DEFINITIONS
Arm-Hand Steadiness	<ul style="list-style-type: none">• The ability to keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position
Category Flexibility	<ul style="list-style-type: none">• The ability to produce many rules so that each rule tells how to group (or combine) a set of things in a different way.
Control Precision	<ul style="list-style-type: none">• The ability to quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions
Deductive Reasoning	<ul style="list-style-type: none">• The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.
Dynamic Strength	<ul style="list-style-type: none">• The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue
Extent Flexibility	<ul style="list-style-type: none">• The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs
Finger Dexterity	<ul style="list-style-type: none">• The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
Fluency of Ideas	<ul style="list-style-type: none">• The ability to come up with a number of ideas about a given topic. It concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
Inductive Reasoning	<ul style="list-style-type: none">• The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
Information Ordering	<ul style="list-style-type: none">• The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
Manual Dexterity	<ul style="list-style-type: none">• The ability to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects
Mathematical Reasoning	<ul style="list-style-type: none">• The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem
Memorization	<ul style="list-style-type: none">• The ability to remember information such as words, numbers, pictures, and procedures
Multilimb Coordination	<ul style="list-style-type: none">• The ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the body is in motion
Near Vision	<ul style="list-style-type: none">• The ability to see details of objects at a close range (within a few feet of the observer)
Number Facility	<ul style="list-style-type: none">• The ability to add, subtract, multiply, or divide quickly and correctly
Oral Comprehension	<ul style="list-style-type: none">• The ability to listen to and understand information and ideas presented through spoken words and sentences
Oral Expression	<ul style="list-style-type: none">• The ability to communicate information and ideas in speaking so others will understand
Originality	<ul style="list-style-type: none">• The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
Perceptual Speed	<ul style="list-style-type: none">• The ability to quickly and accurately compare letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object



ABILITIES

Problem Sensitivity

Speech Clarity
Speech Recognition
Stamina

Static Strength

Trunk Strength

Visual Color Discrimination

Visualization

Wrist-Finger Speed

Written Comprehension

Written Expression

DEFINITIONS

- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to speak clearly so that it is understandable to a listener
- The ability to identify and understand the speech of another person
- The ability to exert one's self physically over long periods of time without getting winded or out of breath
- The ability to exert maximum muscle force to lift, push, pull, or carry objects
- The ability to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
- The ability to match or detect differences between colors, including shades of color and brightness
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists
- The ability to read and understand information and ideas presented in writing
- The ability to communicate information and ideas in writing so others will understand

